

## **IT Committee Minutes**

### **February 25, 2010**

**Attendance:** Marla Gilreath, Tom Hocut, Penny Evans-Plants, Martha Reynolds, Sherre Harrington, Basil Englis, Brian Carroll, Victor Bissonnette, Lynnwood Belvin, Curt Hersey, Aaron Jermundson, Brian Erb, Scott Shank, Lauren Fenner, Paul Kapitza, Jerry Trammell, Sloane Hernandez, Cameron Jordan.

**Approval of Minutes:** November meeting minutes unanimously approved

#### **Old Business:**

##### **a.) Interest in new survey software:**

Discussion from the school representatives revealed the Evans School of Humanities, Arts & Social Sciences had no interest in new survey software and was fine with what is currently being used. The School of Education and Human Sciences is currently using Filemaker for in-house surveys and also has no interest in a new survey application. There was no response from the School of Math and Natural Sciences as to their preference. The School of Business expressed an interest in investigating new survey software.

Basil Englis revisited doing a survey of IT services yearly for feedback on services provided. Discussion followed and Brian Erb suggested Scott Shank and Penny Evans-Plants meet with Institutional Research about the possibility of such a yearly survey as a proactive approach for the benefit of both Berry and the IT department. Lynnwood also suggested checking with Institutional Research about what might be helpful in terms of SACS as we move forward.

##### **b.) Previous IT surveys:**

Brief discussion without a motion to form a sub-committee to proceed.

##### **c.) Update from Carroll and Shank on intellectual property issues:**

Danny Price has a draft of a cease and desist letter/form that can be used in the event someone other than the owner of the intellectual content or property is being used without consent from the original owner. This is in case someone is in violation of using those materials and they are found. It was also mentioned the most common types of violations would be testing materials.

##### **d.) Update on Digital Lab initiative: (Sherre Harrington)**

The subcommittee met and had recommendations for equipment, but funding is currently limited. The decision was made by the library to wait until the end of this semester and re-evaluate the Library budget and proceed with the purchases if funds are available. Items to initially start this initiative include digital recorders and flip video recorders.

There was also discussion concerning the training of students to assist those students who will be checking this equipment out and that a similar area is already available in the Cook building, but it is mainly use for editing and converting to a final product. There was also mention of using the LearnKey system for lab worker training on this technology.

**e.) IT committee bylaws update:**

The Provost would like the IT committee bylaws updated and sent to her for approval. Discussion of possible changes ensued with a recommendation from Curt Hersey to circulate an e-mail version for input from the IT committee. The newly created document will be discussed and voted on at the March meeting and submitted to the Provost before April 1 as requested.

**New Business:**

**a.) Berry e-mail migration:**

Concerns were raised about the timing of the recent e-mail migration and some of the issues or problems that occurred during the migration. Tom Hocut responded stating the date of the switch over was determined well in advance based on hardware availability and switching over to a new Internet Service Provider. Most of the problems occurred due to an issue with Entourage and issues with the new version of Microsoft Exchange. Berry IT staff were able to solve the issues and the complaints quickly died down from students. Mac computers required individual updating to resolve their problems. The student representative indicated that students were happy with the new system. Faculty mailbox sizes were also discussed.

**b.) Wireless network and library access:**

Tom Hocut addressed the recent problems with limited or no access to Library resources. He indicated the problems occurred during the Internet Service Provider swap over and e-mail upgrade. A technical issue arose and was quickly found and solved. SGA requested better communication from IT on technology and wireless options on campus. Tom informed the committee that the Open Wireless is now available to access the secure resources of the library as well as the Secured Wireless connection. OIT will be working with SGA to help inform students of the connection options available.

Penny Evans-Plants mention the testing of a new course evaluation application through VikingWeb. It will be used for the first 7-weeks HPE courses and, assuming there are no problems, will be used for evaluation of all Spring 2010 courses.

**Adjournment: 12:00 noon**

**Next meeting will be March 23<sup>rd</sup> at 11:00 am in Krannert 250**