

## ITAC Meeting

**Date:** Friday, October 20, 2017

**Time:** 10:00 a.m.

**Location:** BB 109

The meeting was attended by:

Michelle Girage, Eduardo Farfan, Casey Waldsmith, Heather Abbott-Lyon, Arief Setiawan, Cara Lee Smith, Esther Jordan (proxy for Traci Stromie), Mariel Fox, Tom Boyle, Jim Herbert, Christina Coronado, Rifka Mayani, Nick Hassman, Stephen Gay, Cheryl Hassman, Sherry Oligny, Elizabeth Starnes, Veronica Trammell, Adam Olsen, Lori Meadows, David Evans. Additionally, the CIO Lectra Lawhorne participated in the meeting via WebEx.

### Agenda

1. ITAC website
  - a. The website is undergoing an update, including the addition of a membership list.
  - b. Updates are currently being reviewed by the CIO and ITAC officers. It will be emailed to the full ITAC committee for comments next week.
  
2. Student membership update
  - a. Cara Lee Smith and Cheryl Hassman attended the SGA meeting on Wednesday evening (10/18/17).
  - b. The SGA was asked to elect four undergraduates to serve a one year team on ITAC committee. This should include two students from the Kennesaw campus and two students from the Marietta campus.
  - c. It was requested that this become a standard procedure at the beginning of each academic year to maintain student representation on the committee.
  - d. The Graduate Student Association (GSA) has also been contacted. Representatives from ITAC will speak at their meeting on Friday 10/27/17 @ 6 pm.

- e. The GSA will be encouraged to elect two representatives to serve on ITAC. This should include one student from the Kennesaw campus and one student from the Marietta campus.

### 3. Email draft – Deans

- a. An email for the deans of colleges who do not currently have representation has been drafted.
- b. This message asks for each Dean to appoint a representative and have a voice on IT issues.
- c. A draft of the email is included at the end of these minutes.
- d. Please email one of the Vice-Chairs (i.e., Cara Lee Smith or Eduardo Farfan) with suggestions. Please provide your feedback no later than Wednesday (10/25/17).
- e. The letter will be sent to the Deans next Friday (10/27/17).

### 4. Bylaws draft

- a. Our bylaws need to be updated, specifically regarding the membership of ITAC and our purpose. Cara Lee Smith provided an overview of issues to address.
- b. Membership
  - i. Changing the teaching faculty from 13 members to 14 members, by moving the Library from Ex-officio (non-voting) to Colleges (voting, teaching faculty).
- c. Administrative staff
  - i. The CIO is meeting with the Provost Dr. Harmon and members of the President's cabinet to get input about what divisions they need representation from on the committee.
  - ii. While the number of Units (voting members) will increase, the goal will be to keep the ratio of faculty and administrative staff approximately even.
- d. Students
  - i. The CIO and ITAC officers would like to expand the current number of student members from 4 to 6, with 4 being undergraduate students and 2 being graduates students (evenly divided between campuses).
- e. Purpose

- i. The CIO would like to reword our purpose to emphasize the strategic focus of the committee.
- f. ITAC member feedback
  - i. Please read through the [current bylaws](#)., considering the points above. They are about 4 pages albeit a little dense. The ITAC officers would appreciate feedback in the next two weeks.
  - ii. Revisions will be proposed and discussed at the November meeting.

## 5. Creation of Subcommittees

- a. Our current bylaws discuss subcommittees. Currently, there are no ITAC subcommittees.
- b. Subcommittees could serve a useful purpose such as evaluating software needs on campus.
- c. Please consider joining a subcommittee!

\*The dean of the library, David Evans, spoke about reference management software needs on campus.

- The Library has been supporting RefWorks for many years. This reference management software was chosen because of its compatibility with a variety of library resources, including databases.
- EndNote should be accessible to students, faculty and staff through Web of Science. Based on our discussion, it seems that people are not aware of how to access this. The information needs to be disseminated.
- The Library objects to having too many reference management software options available in the community, because it's difficult to support.
- UITS doesn't want to run the Library. The CIO proposed that the library and UITS meet to discuss the situation. Since reference management software is installed on university computers and there have been technical issues in the past, there is a need for a coordinated effort.
- A Library Advisory Committee already exists. There will be an invitation to ITAC members to attend the meeting and make comments.

## 6. CIO Updates

- a. Scheduling is currently in progress for Shared Governance & Deans meetings with CIO. Selected individuals from the

b. Cybersecurity Awareness Day

- i. Stephen Gay presented outcomes from the 9<sup>th</sup> annual [Cybersecurity Awareness Day](#).
- ii. This event was a success with ~20% higher attendance than last year. Approximately 50% of the attendees were in person and the other 50% attended remotely.
- iii. The CIO opened the ceremonies as a keynote speaker for the event and for other invited speakers (e.g., from the USG, FBI, etc.) also presented. Additionally, 3 female industry leaders spoke. This supports KSU as a leader of diversity in this field.
- iv. Planning for the 2018 has already started.
- v. President Olens is pushing cyber security compliance; we are striving for ~100% compliance next year
- vi. Anyone who has not completed their cyber security training by the end of September 2018 will have their netid locked
- vii. then the netids will be locked until training is completed; this could have a serious impact, so please be aware

c. Windows 10 creator update – Nick Hassis

- i. Nick Hassman spoke about upcoming changes to operating system updates on campus computers.
- ii. New Windows 10 updates will be more behind the scenes - like service packs were for older versions of Windows.
- iii. They will be start using a website for beta testing the new procedure.
- iv. There will be some addition to the Windows menu (bottom left corner of the desktop) with links to the most used apps/programs (creative update).
- v. UITS wants to establish timelines for all computer updates. The current date is to have everyone on the same operating system by 3/2/17.

d. Work Station forced reboot

- i. There will be a new forced reboot policy. This is necessary for some updates. People will be told in advance that their computer will be rebooted and they need to be aware of this if they leave their computers on overnight.

- ii. This will begin in March 2018.
  - iii. These hard reboots will be planned for semester breaks to minimize the disruption to classes.
  - iv. The CIO requested contacts for computer labs to make sure that they are aware of upcoming hard reboots. Christina Coronoda said that we used to have this list, and she will work on getting an updated version.
- e. Testing sign up - “New Software Pilot Form”
- i. [itac.kennesaw.edu/software/](http://itac.kennesaw.edu/software/)
  - ii. Rifka Mayani showed the new website for anyone who would like to participate in software beta testing.
  - iii. There were no objections to emailing this out beyond ITAC, if anyone wants to contribute.
  - iv. It will be available by early next week.
- f. 2018 Strategic Plan
- i. Elizabeth Starns presented the roadmap and discussed the timeline and emphasis to give us an idea about the big things that are happening.
  - ii. The UITs team is refining this and, with the CIO’s approval, it will be put onto the website.
  - iii. We can discuss some of these items at the November meeting, when we have more time.
  - iv. Not all things may be available for beta testing by ITAC members.
- g. Document Management – Due to time constraints, this discussion will be presented at the November meeting instead.

7. New Discussion Items – None were presented at this meeting due to time constraints.

8. Other – None were presented at this meeting due to time constraints.

**Upcoming ITAC Meetings (3<sup>rd</sup> Friday of each month, beginning at 10:00 am)**

November 17, 2017 – Meet in BB109

January 19, 2018 – Meet in CL 1009

February 16, 2018 – Meet in CL 1009

March 16, 2018 – Meet in CL 1009