

ITAC Meeting

Date: Friday, November 17, 2017

Time: 10:00 a.m.

Location: BB 109

The meeting was attended by:

Arief Setiawan, Svetlana Peltsverger, Steve Howard (proxy for Michelle Girage), Shannon Howry, Eduardo Farfan, John David Johnson, Jake McNeill, Heather Abbott-Lyon, Mariel Fox, Andrea Carpio, Bill Haggerty, Lectra Lawhorne, Tom Boyle, Jim Herbert, Christina Coronado, Rifka Mayani, Nick Hassis, Stephen Gay, Cheryl Hassman, Elizabeth Starnes, Michael Poureau (proxy for Veronica Trammell), Lori Medows and Adam Olsen. Additionally, Dale Suffridge participated in the meeting via WebEx.

Business

1. Cara Smith, ITAC Co-Chair, has left KSU and we are looking for someone else who would like to fill this position.
2. Graduate Student Association
 - a. The graduate student membership positions have been filled. Welcome Andrea Carpio (Kennesaw) and Bill Haggerty (Marietta)!
3. ITAC membership list - website
 - a. Membership information is now available in a form that is easy for people to find.
4. Shannon Howrey, is our new member from Bagwell College. She was welcomed and was given a basic overview of what ITAC is and what it does.
5. Office 365 – Olga Koz
 - a. Concerns about the availability of certain aspects of Office 360 were presented in an email to Eduardo who passed them along to the CIO.
 - b. Nick Hassis stated that training is needed before using Sharepoint. An email has been sent to Olga to arrange for that. He apologized for missing an earlier email regarding this concern.

- c. The second concern was about features in Office 365 that we currently do not have the ability to access. The decision was made to offer limited features at first because there were so many options and it wasn't clear what components everyone would like to access.
 - d. Bill Haggerty commented that he was very pleased with the way that Office 365 was deployed and the benefits for students, faculty and staff.
 - e. CIO Lectra Lawhorne discussed that there were aspects of Office 365 that are included, but these weren't advertised because UITS wanted to make sure that the email transition went smoothly and people weren't overwhelmed.
 - f. In the future, please have concerns such as this directed to service@kennesaw.edu or call extension 6999.
6. Email draft – Deans
- a. An email was sent to the deans of the 4 colleges that currently do not have representatives on Wednesday 11/15/17.
 - b. The dean of Bagwell College responded and a representative is here this morning (welcome Shannon Howrey!).
 - c. A reminder email will be sent in early January to encourage attendance at the next meeting.
7. Videotaping presentations of guest speakers
- a. Students have requested this. Equipment is available through AV check-out on both campuses. Individuals are welcome to utilize it.
8. Problems with D2L
- a. Michele (?) spoke about concerns with this. There was regular maintenance every two weeks, usually on Friday evenings. Additionally, the system had access issues, but the system is hosted by the USG not KSU. Therefore, this is outside the purview of UITS.
9. EndNote Update
- a. Eduardo reviewed the desire for faculty in the College of Engineering to have stand-alone access (*i.e.*, without an internet option) to this reference management software.
 - b. Refworks is available through the library website. However, several people have said that it is difficult to install the client and set up the system.
 - c. Lectra has said that UITS can help with installation and training on this software.

- d. Adam Olsen said that the library is currently working on training all its staff, making sure library staff know how to direct people to assistance if needed, developing training resources that the community can access online, and making the training easy to find online.
- e. Lectra will work with Dave Evans, the dean of the library, to resolve issues about reference management software installation and use.

10. Bylaws draft

- a. Proposed changes were discussed and a few other suggestions were made. An updated version will be emailed and a vote will be performed via Qualtrics.

11. CIO Updates

- a. Nick Hassis gave an update on the migration to Office 365. There are older systems that need to be removed: Zimbra/Gmail will be deleted as of 12/1/17. A campus email will be sent.
- b. Nick also discussed document management. In an effort to reduce the number of options and the confusion about where to store information, UITS has created a document management matrix to show where data can be stored based on the type of data. This document is available online at ["uits.kennesaw.edu/document-management/docs/document-matrix.pdf"](https://uits.kennesaw.edu/document-management/docs/document-matrix.pdf) for review by ITAC member (i.e., this is not open to the entire community yet). Dropbox is also being considered. A migration timeline and procedure will be developed.
- c. Rifka Mayani introduced herself and gave a brief description of what her unit oversees and supports. She showed a change in the login for Owl Express. The USG is moving to Banner 9, and as part of this move, Degree Works needs to be updated. Because Owl Express and Degree Works are tied together, the authentication for both will change on 11/29/17. The login page will look different, but there will be no other difference from a user perspective. There will be an announcement to campus.
- d. Rifka also discussed changed to Degree Works upgrade from v 4.1 to v 4.16 on 12/9/17. There is no change on the external side. Everything is a back-end upgrade, so it won't look different to users. There is a group testing this now. The Registrar's office has reviewed

the timing and has said that it will not negatively impact evaluation for graduations.

- e. Adobe Creative Cloud suite can be installed on office and home devices. UITS would like ITAC members to be involved in testing the distribution. The link to sign up for testing this is itac.kennesaw.edu/software.
- f. Christina Coronado introduced herself. Her office has worked on trying to improve the process for updating the netid password. The webpage has been streamlined. It now highlights in red the specific reason the new password cannot be used. The hope is that this will result in fewer service calls regarding this issue. Additionally, an automated system will be available now when people call to make sure that they are directed to the appropriate division.
- g. New copiers/printers will be needed because our contract with Ricoh is expiring. There will be an opportunity to test options during the spring semester. ITAC members are invited to help test the products and provide feedback, but Auxiliary Services will make the final decision.

12. There was insufficient time to discuss additional items.

Upcoming ITAC Meetings (3rd Friday of each month, beginning at 10:00 am)

January 19, 2018 – Meet in CL 1009

February 16, 2018 – Meet in CL 1009

March 16, 2018 – Meet in CL 1009

April 20, 2018 – Meet in CL 1010 **at 10:05 am**