

## ITAC Meeting

**Date:** Friday, April 20, 2018

**Time:** 10:05 a.m.

**Location:** Clendenin 1010

### **Attendance:**

The meeting was attended in person by Wes Rhea, Kirk Inman (as proxy for Svetlana Peltsverger), Michelle Girage, John David Johnson, Heather Abbott-Lyon, Josie Baudier (as proxy for Traci Stromie), Mariel Fox, William Haggerty, Jeff Delany, Jim Herbert, Rifka Mayani, Cheryl Hassman, Elizabeth Starnes, Veronica Trammell, Lori Meadows and Adam Olson. The meeting was attended via WebEx by Jake McNeil and Tom Boyle.

### **Discussion:**

1. Minutes – Heather Abbott-Lyon
  - a. Only 6 people have responded to the vote on the minutes so far, which is not enough to accept them. If you haven't done so already, please use the link and vote. Thank you!
2. Faculty Senate Update – Mariel Fox
  - a. No update to report.
3. Bylaws – Heather Abbott-Lyon
  - a. Our bylaws currently don't agree with the University Handbook on several points.
  - b. ITAC should make revisions to our bylaws and the University Handbook, as needed, so that they agree and make sense for our committee. ITAC will vote on the proposed changes (to our bylaws and the University Handbook) and then take the proposed University Handbook changes to the Faculty Senate for approval.
  - c. Revisions to the University Handbook can go into effect as soon as the Faculty Senate approves them. However, they will not appear in the 2018-2019 version of the University Handbook because we have already passed the revision deadline.

- d. The bylaws and handbook currently read that voting members include teaching faculty from degree-granting colleges. The Library and the College of Continuing and Professional Education (CCPE) would like to change the criteria to one representative from each college, giving these two colleges voting rights. We need to ask Faculty Senate how they feel about the change.
  - e. There was a question “Are we limiting ourselves that the student has to be elected by SGA?” Dr. Delaney suggested going through SGA, but allowing students who aren’t part of SGA to participate. Heather said we should actively recruit students and then ask for SGA endorsement. The appearance may be that we hand-picked the students. However, student representation is needed and the current method doesn’t seem to work. The students who choose to be involved with SGA may not be the same students who would choose to be involved with ITAC. We don’t want to bypass the SGA. We should ask for a list of names of students who might be interested.
  - f. We need to add a category for graduate students to the bylaws, increasing the number of student voting members from 4 to 6. These should be graduate students with an interest in IT, appointed by the GSA.
  - g. Friday mornings might not be the best time for students or faculty to meet. There are also some college-centric meetings during this time. (See #6 below.)
  - h. The number of voting members from academic units was increased from 6 to 7 to include someone from Student Enrollment, which has a major stake in campus IT. The Provost and CIO will need to meet and discuss whether other individuals should be included.
  - i. Currently, there are no term limits for faculty or staff, only students.
4. Annual Report to Faculty Senate – Heather Abbott-Lyon
- a. The proposed report was discussed. No changes were recommended. Therefore, the report will be submitted to the Faculty Senate.
  - b. As stated in the annual report, ITAC is currently non-compliant with the University Handbook in a few areas.
    - i. Strategies for increasing student participation were discussed. As discussed at the March meeting, representatives from ITAC will attend the first SGA meeting in August 2018 to recruit student representatives. There was a discussion about whether

representatives need to be on SGA or approved by SGA. A recommendation was made to find student volunteers from within the majors of our colleges and ask SGA to approve them. We also discussed whether the meeting time of Friday mornings might be problematic for potential student representatives. (See #6 below.)

- ii. The CIO and ITAC officers will continue to reach out to the College of the Arts and the Graduate College about appointing/electing a member to ITAC. We also discussed changing the meeting time to accommodate faculty in Bagwell College of Education. (Please see #6 below.)
- iii. The Library and the College of Continuing and Professional Education (CCPE) have requested that their non-voting members become voting members. ITAC will need to vote on this at the August meeting. If it passes, we will recommend updating the University Handbook.
- iv. The University Handbook states that there are only 10 degree granting colleges. However, there are currently 13 degree granting colleges. ITAC will need to vote in August on changes to the University Handbook to correct this error.
- v. In addition to the purposes stated in the University Handbook, the ITAC currently provides: 1) a forum for students, faculty and staff to make recommendations concerning access, and 2) an avenue for input into new applications, operating system upgrades and instructional technologies and respective deployments. ITAC needs to vote on updating the University Handbook to reflect this in August.
- vi. Finally, the ITAC currently does not employ the University Handbook's proposed structure of three subcommittees: Academic, Administrative, and Student. We propose changing the University Handbook to agree with the current structure used by ITAC, which is to form subcommittees as needed.

#### 5. EndNote – Heather Abbott-Lyon

- a. The Library has reached an agreement with EndNote and they will let us know when they are ready to distribute the 50 licenses to faculty. We will need to determine how that should be done fairly. David

Evans has said in the past that it may be possible to purchase more if there is high faculty demand.

#### 6. Meeting time in 2018-2019

- a. Changing the meeting time of ITAC to better accommodate the schedules of ITAC voting members and student representatives that we hope to recruit was discussed.
- b. We will vote on a new meeting time that might better accommodate faculty, staff and student schedules in early August.

#### 7. CIO Updates

##### A. Jeff Delaney talked about budget concerns for next several years

- No tuition increases and limited growth means very limited revenue in the next few years. E-tuition is going away and several UITS staff currently paid from that.
- The student technology fee isn't keeping up with costs to perform computer lab life-cycle updates.
- Requests for new computer labs will be an issue. UITS will need to consider:
  - Combining/sharing computer labs
  - Repurposing or removing some of the labs that aren't used much.
- Can we reduce software costs?
- There will be a new committee on the use of student fees committee to determine priorities and develop on solutions.
- There was a suggestion to use more laptops and take advantage of the fact that students have their own devices. This would require a system for instructors to reserve several laptops at a time, but not necessarily an entire laptop cart.

##### B. Intelligent Transcript Capture

- This tool allows for transcripts that come into the university to be picked up by a quick OCR, being used by enrollment services division.
- This will give KSU a competitive advantage to speed up admissions decisions. Personnel will primarily be data verifiers rather than data enterers.
- There were some challenges initially, but the vendor has worked with us and it's going well!

##### C. Banner 9

- Rifka Mayani announced that everyone is moving to this system. The internet native banner will be moved by 12/2018, but not everything needs to be moved by then. Self-service and owl-express will move by early spring 2019. Lots of work is being done behind the scenes.
- We're moving to netid logins for INB (yay!). INB will start in mid-summer through fall and will transition for administrators.
- A communication plan is being created for administrators. Emails and "champions" are going out for monthly meetings soon.

#### D. Student Technology Fee (STF) Committee

- Cheryl Hassman introduced the STF that Jeff Delaney would like to begin for KSU. The first meeting is planned for August. Currently we spend about \$1.5-2 M on computers and \$2 M on AV each year. However, only half of that money comes from student technology fees. The remainder has been contributed from the institution, which is not sustainable. We need to decrease our budget.
- Using Georgia College as a model, we plan to have a representative from each academic unit. The suggested structure is 3 faculty members, one chair (also faculty), and then 4 students. The CIO and Cheryl Hassman will be *ex officio* on the committee.
- Cheryl Hassman will present at Faculty Senate on the proposed committee.
- This is an advisory committee which will make recommendations, but the CIO will still make the final decision about the UITS budget.

#### E. NCUR 2019 – Jim and Elizabeth

- Jim Herbert and Elizabeth Starnes presented on the upcoming National Council of Undergraduate Research meeting.
- We won a competitive bidding process for this multidisciplinary event, which emphasizes STEM. This will be the first time the event is hosted in Georgia.
- The event will take place April 11-13<sup>th</sup> 2018, and it will be the largest conference KSU has hosted.
- Although class will technically still be in session during this time, they will be redirected.

- We expect 5000+ external students from 19 countries in addition to KSU students. As such, the event will need more than 700 volunteers.
  - There are several technology challenges that need to be addressed including a mobile app, wifi issues, making sure the AV is working, videography (especially for the plenary session and other big draw events), utilizing OWL TV, etc. However, registration and payment will be processed through CUR website.
  - Onsite registration will be done as kiosks to give badges that can be scanned at conference events. UITS is currently seeking an alternative for KSU students.
  - Cell phone charging lockers will also be available on site, and KSU students could use their card to open the locker.
  - Other things that need to be addressed include using OWL TV, making
  - Accommodations will be needed for attendees and the logistics of shuttles and car rentals, etc. are being worked out.
  - Jim and Elizabeth have a list of 25 committees and they are looking for volunteers to help.
    - Jim is the chair. Please reach out to him or Elizabeth for the list of committees if you are interested in helping. By next Thursday (4/26), all the committee chairs will be confirmed.
    - Please volunteer early to get what you want or you might get put on something else later.
  - The KSU website will get underway in about a month, and the hashtag is #NCUR2019.
- F. OWLDrive will be decommissioned on May 11<sup>th</sup> 2018. Announcements have been going out. Please plan accordingly.

### **Upcoming ITAC Meetings**

*To Be Announced*