

**Campus Technology Policy & Planning Council**  
**Meeting of January 31, 2005**  
**11:30 am – 1:00 pm**  
**COB 402**

Present: Beckie Benner, Sam Catanzaro, Galen Crow, Dan Hayden, Edgar Norton, Barbara Nourie, Mark Walbert, Jeff Wood, and Shari Zeck

Absent: Sara Campbell, Brent Paterson, and Dane Ward for Beth Schobernd (because Mark forgot to tell Dane where we were meeting... Sorry!)

Mark welcomed everyone to the meeting

**Old Business:**

*Proposal submission form:*

Mark made the changes to the proposal submission form discussed at the last meeting and shared information regarding those changes. The group approved the new form. We will send an electronic copy of the form to everyone on the Council as well as the chairs of the technology and constituent advisory committees.

*Update on the online proposal grid:*

The online proposal grid is now on the web site at: <http://www.ctsg.ilstu.edu/> under News & Announcements and Current Council Tasks.

**New Business**

*Mass Electronic Communications Committee:*

The Mass Electronic Communication Committee will meet Friday, February 4 to begin writing frequently asked questions (FAQ's). The committee will be bringing their recommendations to this group for feedback. It was suggested that there be an explanation of why we need a mass communication policy at the top of the FAQ page.

*Faculty/Staff access to computer desktop:*

There is a discussion on the Council listserv regarding faculty/staff access to the desktop. The committee discussed the different techniques used in the different areas on campus and agreed what may work for one area may not work for another. Everyone agreed that it is crucial that software installed on faculty/staff computers be licensed properly.

*Constituent Advisory Committee Reports:*

Beckie Benner, Advancement, shared with the group information about her constituent advisory committee. They did not formally have a group in the past but are now putting one together hoping to respond to issues from the Council and also begin the process of developing a new database. This committee's biggest task will be developing the new alumni database, which has about 250,000 people in it, but will also be looking at other processes. Vendors have become more demanding for information. This advisory committee had their first meeting this past week.

**Tour of the Building**

Scott Christner guided members of the Council on a tour of the new College of Business building. Thanks Scott! (And congratulations on receiving the Williams Outstanding Technology Service Award for 2005!)

The meeting was adjourned.

**Next meeting**

**Monday, February 7, 2005**

**11:30 am – 1:00 pm**

**STV 401**