

**Campus Technology Policy & Planning Council**  
**Meeting of August 8, 2005**  
**1:00 – 2:30 pm**  
**DeGarmo 551**

Present: Beckie Benner, Sara Campbell, Galen Crow, Dan Hayden, Jim Moon, Brent Paterson, Beth Schobernd, and Mark Walbert,

Absent: Sam Catanzaro, Barbara Nourie, Jeff Wood, and Shari Zeck

Mark welcomed everyone to the meeting.

**New Business**

*Passages August 19-21, 2005*

Mark distributed a copy of an e-mail from Dave Greenfield seeking volunteers for the Technology training sessions during Passages. He explained what would be different this year and encouraged anyone who could volunteer to do so.

*Internal environmental Scan*

Mark announced that each member of the Council and his staff will need to work with their respective constituent and tech advisory committees to gather information for the internal scan. He suggested developing teams, with each team developing questions to ask. He also asked committee members to review previous IT Plans, which are already in the notebooks.

Some of the steps he outlined were:

1. We need to review where we have been in the past and where are we going
2. Interviewing campus administrators.
3. Interviewing technology staff in each of our areas.
4. Creating brainstorming sessions with faculty, staff, students, etc.
5. Focus groups once we have specific goals to receive feedback on.
6. Web based survey for faculty, staff, and students.

Other ideas were discussed.

1. Look at unmet needs. Come up with 12 or so goals.
2. Use the Council's constituent and tech advisory committees as focus groups to narrow the list of questions and issues. A simple question of whether people like technology or not is an example. This could set the topics that we will begin with. Since Mark does not have a constituent group, he could be the historian and review previous campus-wide IT Plans and also to review unit IT plans that we have now. He suggested that we start an e-mail discussion regarding the general questions we can take to the Council's advisory committees to start general discussions. He would like to start these discussions in September. Since we won't meet on Labor Day, he would like to have a reviewed set of questions that we could use with our constituency groups by September 12 focusing on broad questions we can ask. They would meet, we would record the results, and then information given back to the Council so we can create thematic issues and topics and then decide where to go from there. Now that we have the Vision,

Mission, & Guiding Principals (VMGP), we could share that up front. He asked everyone on the committee to share the VMGP with everyone in their constituent and tech advisory committees.

### *Technology Planning*

Mark will print and distribute a copy of a report from Rutgers before the August 29 meeting. This report, *Academic and Administrative Unit Guide to Information Technology at Rutgers*, contains a useful template for technology planning by individual units.

## **Old Business**

### *Vision, Mission, & Guiding Principals*

Mark distributed a draft of the document. He has approval from all the Deans and the Provost. Some things could/will be done once this is finalized to promote Academic Excellence. Mark went through the changes with the group. The Deans have begun working on the top five things from *Educating Illinois* that they would like to work on. Mark will send out the list of bulleted items. It is about how to maintain what we have. Mark will be visiting with the Provost about this at his one on one with him tomorrow.

### *Mallard*

When we tried to renew the license for Mallard for FY06, the University of Illinois would not take our money since they would no longer be supporting the software. Several conversations later they are willing to give us a license for the product for another year but no support. Given the lack of future support, it is time for phase out the use of Mallard on campus. This will save \$1,000 in software costs and more in personnel dollars. WebCT offers an alternatives way of creating and using online quizzes. No conversion utilities from Mallard to WebCT (or BlackBoard, or eCollege) have been found. We need to notify faculty and staff using Mallard that it will no longer be supported after this license expires. Mark will work with Sara Walczynski to develop a plan for this change.

### *External environmental scan*

Mark announced that he will have the first draft of the Summary of our external IT scan at the August 29 meeting.

### *Technology Spending Control*

Mark announced that he and the Provost will discuss this topic again tomorrow. He reviewed his response with the group so as to make sure he covers the topic with the Provost as needed and as the group had discussed. He will be talking to him about planning rather than rubber stamping purchase orders. The committee discussed this. We want to encourage unit technology spending and planning. Communication is a problem since we don't know what people across campus are working on. Mark will report back to the group after his meeting with the Provost.

The meeting was adjourned.

### Next Meeting

August 15, 2005

CoB 412

1:00 -2:30 pm

Submitted by Georgia Bailey.