Information Technology Committee

October 2, 2009 1:00 PM Library Curriculum Lab

Meeting Minutes

Present: Herman, Brodeur, Fallon, Kurkovsky, Iglesias, Menoche, Mamed, Burkholder, Hyat, Saha, Labedz, Todd, Hoopengardner, Jones, Kara-Soteriou, Wolff, Rudzinski, Doan, Gadalla, Snyder, Cernock

I. Call to order

II. Minutes of the May 1, 2009 meeting were approved with minor grammatical correction to Old Business, first bullet - “Iglesias had new nothing…” to “Iglesias had nothing new…”

III. Committee members introduced themselves to the membership.

IV. Announcements
   • Fallon announced that faculty have been meeting with Pesino to discuss online course support, and can continue to meet with Pesino through October 14.

V. Old Business
   • Update on web form for software requests:
     Iglesias presented to the committee the working draft of the online software request form. The form is not active yet. Form is to be used only for IT-funded software purchases for classroom/student use and NOT for department funded purchases or for software for “personal” use. After much discussion it was concluded that Iglesias and Burkholder will redraft the form to include several committee ideas, including incorporating areas to provide information such as cost estimate, brief description of the software, and funding source. Revised form shall also include a preamble for users which will provide information such as when and how to use the form, timing, funding and approval issues, etc. Preamble may also suggest contacting IT prior to submittal of form to inquire as to whether the software may already be in use on campus and available. Another suggestion was to create a separate form for users to submit requests for IT related projects.
     Discussion continued regarding how the form will be submitted and to whom. General agreement was that the form would be submitted to a special IT mailbox for first approval by IT, then to the ITC committee for vetting. Cernock recommended early form submittals to allow time for IT review and ITC vetting. As discussion ensued, it was recommended to require form submission for all IT funded classroom/lab software or hardware requests to IT by November 1 of each year. Aside from obtaining IT approval, the secondary purpose of such a requirement would be to create a knowledgebase of technology purchases to analyze needs, trends, etc.
• Update on student tech fees:
  Blitz was not present so the item was tabled until next meeting.

VI. New Business
• Cernock presented much statistical data from the ECAR study. Much discussion during this presentation. Cernock noted that the study is available for further research on the ITC web site.
• Herman mentioned that the Strategic Planning Committee will be meeting on Wednesday October 7 at 2:30, fourth floor of the library, for any interested parties.
• Jones provided the committee with information on teaching with iPods. Jones taught two courses over the summer with the same syllabus, one course with iPods and one without. Jones noted that he is still evaluating results but preliminary findings indicate that access is a problem for many students, and that students are not as tech savvy as many assume they are. Further evaluation will measure performance, use, and attitudes regarding the iPod in the classroom. It was noted that the iPods are CCSU property and are provided to students as loaners.
• iTunesU: Topic was tabled until next meeting.
• Brodeur asked the committee about the estimated number of inkjet printers in faculty areas, citing their operating expense and their end of life environmental impact. Based on feedback it was determined that inkjets are not as prevalent as they once were with most users migrating to laser jets (personal or office/networked) as a longer lasting, more cost effective alternative method of producing documents.

VII. Meeting adjourned at 2:44 p.m.

Respectfully submitted
Tom Brodeur