Information Technology Committee

November 6, 2009 1:00 PM Student Center Carlton Room

Meeting Minutes

Present: Herman, Brodeur, Iglesias, Menoche, Mamed, Burkholder, Hyat, Saha, Labedz, Todd, Hoopengardner, Kara-Soteriou, Wolff, Rudzinski, Doan, Blitz, Pesino, Cernock
Guest Presenter: Paulette Lemma

I. Call to order

II. Minutes of the October 2, 2009 meeting were approved.

III. Announcements
   There were no announcements

IV. Old Business
   ● Update on web form for software requests:
     Herman displayed the updated working draft of the form on the projector screen. Suggestion was made to add a drop-down box for “Level of Funding” (University, School or Department). Iglesias indicated that he would make the change. Discussion followed, including suggested methods of distribution. It was suggested that the form would be sent to all Deans who would disseminate the form within their departments. It was also recommended that Herman send an announcement to the Faculty Senate Steering Committee about the new form. Cernock recommended that the due date for requests on the form remain November 1, but notify requestors that the due date for this year is December 1 in the expected introductory cover letter. It was also suggested that the form be mandatory for University funded requests, and recommended for School or Department funded requests.
   ● Update on migration of ITS website to FinalSite:
     Herman may reformat the web site during migration. Blitz suggested that the committee may want to consider WordPress in the future to compliment FinalSite.

V. New Business
   ● NEASC: Lemma presented information on the forthcoming NEASC student verification provision for on-line courses. She provided a broad overview of the program and tentative dates for the committee to keep in mind. NEASC is currently collecting “best practices” information which should be complete and complied by 2011. In 2011 NEASC should have a set of standards available. By 2013 CCSU should have their “Acceptable Use Policy” written and in place. Much discussion followed.
   ● Volunteers: Herman requested volunteers for the Software Subcommittee. Blitz, Rudzinski, Menoche and Iglesias volunteered. Herman then requested volunteers for the Smart Classroom Subcommittee. Rudzinski, Doan, Menoche, Burkholder and Labedz volunteered.
• **Distance/Hybrid Learning:** Blitz presented an overview of some of the issues identified so far and how those issues differ from on-line courses to hybrid or blended courses.

• **Strategic Plan Task Force:** Herman shall forward to the committee a written summary of the Strategic Plan Task Force for review and discussion at the next meeting.

VI. Meeting adjourned at 1:55 p.m.

Respectfully submitted
Tom Brodeur