Information Technology Committee

December 4, 2009 1:00 PM IDTRC, Willard 004

Meeting Minutes

Present: Herman, Brodeur, Iglesias, Menoche, Mamed, Burkholder, Todd, Hoopengardner, Blitz, Washko, Labedz, Saha, Snyder, Jones, Pesino, Fallon, Rudzinski, Doan, Kurkovsky, Werblow

I. Call to order
   Herman thanked Pesino for hosting the meeting at the newly renovated Instructional Design and Technology Resource Center (IDTRC)

II. Minutes of the November 6, 2009 meeting were approved.

III. Announcements
   Washko announced that 25 of the 40 new projectors should be installed by the end of the day.

IV. Old Business
   • Update on revised procedure for classroom/lab software requests:
     Herman told the committee that all department heads and deans received the message regarding the deadline date of December 1 to submit requests. Forty six (46) requests were received for both open source software and for software purchases. Washko informed the committee that she was still getting requests through December 4. Despite the stragglers, it was felt that the process worked well. Funding for approved purchases shall come from the office of the Provost and Vice President for Academic Affairs. Hardware will continue to be funded by ITS. Washko noted that if Academic Affairs funds these purchases for next fiscal year’s budget, the software purchased will not be installed for the beginning of the fall semester. Blitz noted that there may be an issue going forward because Student Tech Fees are now being rolled into the General Fund. Rudzinski would like to see more funding stability from year to year for better planning. Blitz suggested that Herman write a letter to the chair of the University Planning and Budget Committee (UPBC) to bring up these issues.

V. New Business
   • IDTRC:
     Pesino discussed the newly renovated IDTRC facility, including various uses, recent functions, ability to conduct webinars, sample software prior to purchase or request to purchase, and host classroom collaborative projects to facilitate integrating technology into a classroom (e.g., podcasts).
   • Strategic Plan Task Force Recommendations:
     Herman outlined three recommendations –
     a. Promote use of educational technologies
     b. Funding to promote attending conferences and workshops
c. Pursue grants for online course development and management

d. Develop core freshman competencies for computing and information literacy.

Herman asked the committee for ideas for funding sources or other thoughts. Some ideas presented included summer curriculum grants (Burkholder), the Provost’s grants-matching program (Menoche) and faculty/student research grants (Jones).

Blitz suggested that increased access to server space would be a reasonable objective to facilitate access to open source software on campus. Discussion ensued. Herman invited anyone who was interested in serving on the strategic plan task force to let her know.

- **iTunesU Project Update:**
  Herman and Pesino presented a brief background of iTunesU. Phase 1 involved using Apple’s server space for content storage. Apple allows one half of a terabyte, which it was agreed is too small. Phase 2 would involve CCSU getting its own authenticated server. Phase 3 would involve CCSU buying the entire iTunesU suite from Apple. The following discussion focused on the need for CCSU to operate and manage iTunesU on our own server. ITS has already volunteered server space (once usage and need is demonstrated), and Apple will assist in getting the server authenticated. Herman followed up by noting that acquiring CCSU server space would be predicated upon sufficient participation in phase 1 (i.e. posting content).

- **E-Learning (Distance Ed) Task Force Update:**
  Blitz handed out “Preliminary Report on E-Learning to ITC, December 2009” which was also presented to the CSU Distance Learning Committee. Blitz discussed the report and noted that he will send everyone a link to the site where they can comment on the report once they’ve had a chance to read it.

- **Software Request Subcommittee follow up:**
  Menoche will call a meeting of the subgroup to discuss requests. Meeting will take place before the end of the semester. Subcommittee members were asked to review the requests on the ITC website prior to the meeting. The subgroup will report back to the full committee at the first meeting of the Spring semester.

VI. Meeting adjourned at 2:40 p.m.

Respectfully submitted
Tom Brodeur