Information Technology Committee
February 5, 2010 1:00 PM IDTRC, Marcus White PC Classroom

Meeting Minutes

Present: Herman, Brodeur, Butler, Iglesias, Menoche, Mamed, Burkholder, Blitz, Washko, Labedz, Saha, Snyder, Pesino, Fallon, Doan, Kurkovsky, Werblow, Parr, Cernock, McGrath, Wolff, Kara-Soteriou, Hyatt, Kjell, Petrosino

I. Meeting called to order 1:04

II. Minutes of the December 4, 2009 meeting were approved.

III. Announcements
There were no new announcements.

IV. Old Business

Menoche reported for the Software Request Subcommittee. 52 submissions for classroom or lab software were received by the subcommittee. 22 submissions were presented as “FYI only” on existing software or for open source software. The remainders of the submissions, 30, were prioritized by the subcommittee by type and import. The types fell into four categories - new software, upgrades to existing software, annual maintenance or similar fees, and budget shifts. In general, top priority was given to the most expensive items that affect the most students. Lower priority was given to new software with comparatively limited student or classroom applications. It was noted that two submittals were for non-student related software requests. As the subcommittee is concerned only with student-related software, it was felt that it was inappropriate for the subcommittee to review or suggest funding for those two. Menoche expects submittals to increase next year.

IT has committed $70,000 to these requests. The Provost will review the remainder of the requests and will decide to fund or not fund each one on a case by case basis. Herman has made the Provost aware that this will be an annual request and should be budgeted.

Menoche will move the list forward to appropriate channels for processing.

- Fallon updated the committee on the need for assessing hybrid and online courses. Blitz noted that after fifteen years of OnlineCSU, there are no assessment tools for that. It was noted that SCSU is using ClassClimate for assessments and Fallon will contact them for feedback on that system.

V. New Business

- Herman requested introductions around the room for the benefit of guests in attendance.
• **Herman** thanked **Cernock** for his years of support as the CCSU CIO and wished him well in his new position.

• **Cernock** provided a context for the decision to eliminate the Marcus White PC and Mac classrooms and use those spaces to enlarge the student lab space. The decision was made based on the frequent logjam of students waiting for available computers, often while the classroom spaces were not in use. **Cernock** noted that the classroom spaces are university assets, not IT or faculty assets. **Cernock** envisions increasing the number of workstations as well as creating some workspace conducive to student group work. Much discussion ensued, mostly revolving around 1) the lateness of the announcement to take the rooms offline, particularly in light of the deadline for room request submittals (due next week), and 2) the need by faculty for these types of classrooms for occasional use throughout the year. Faculty feels that accessibility to these types of “swing space” rooms with computers is crucial for the few times a year that a professor needs to conduct computer-related activities with the class. During discussions several suggestions were made, including delaying the closings until alternate adequate space becomes available or buying mobile laptop carts that can be used in any classroom as needed. Scheduling problems were discussed at length. **Petrosino** offered to make available information on room usage, room availability, room resources, etc. **Cernock** noted that ITS has funding resources available for viable solutions. After further discussion, a consensus was reached to formally suggest postponing the closings and to create a subcommittee to research solutions and options. **Kara-Soteriou** made a motion to close the rooms by the end of the Fall 2010 semester, approximately December 22, 2010, and to create a subcommittee to research and develop options for alternate solutions, with any options forwarded to the CIO prior to beginning of the Fall 2010 semester. Motion was put to a vote and passed. It was suggested that the subcommittee include representatives from departments which use these rooms often or have other occasional computer needs. It was also suggested that the subcommittee should directly ask all Deans as well as ITS and Registrar to name representatives to be part of the subcommittee.

• **Erardi** anticipated a number of student complaints due to the fact that the rooms would now not be made available for individual computer work until December 2010. **Herman** offered to field those complaints.

VI. Meeting adjourned at 2:30 p.m.

Respectfully submitted
Tom Brodeur