

INFORMATION TECHNOLOGY COMMITTEE



Faculty Senate
Eastern Kentucky University

MEETING NOTES

Date: Friday, February 10, 2017

Time: 1:30 – 2:30 PM

Location: Stratton 280

Meeting Called by:	<i>Committee Co-Chairs</i>
Members Present (Alphabetical):	Department:
Senator Ryan Baggett, <i>Co-Chair</i>	<i>Safety and Security</i>
Senator Kelly Smith, <i>Co-Chair</i>	<i>Libraries</i>
Senator Bill Young	<i>Emergency Medical Care</i>
Members Absent (Alphabetical):	Department:
Senator Zekeriya Eser	<i>Accounting / Finance / Information Systems</i>
Senator Shane Hoose	<i>Music</i>
Special Guests (Alphabetical):	Department:
N/A	

Agenda Topics (High-Level):

- I. Review and approval of Minutes from 5 December 2016 Meeting / Discussion
- II. Discuss Committee Meetings and Records Checklist
- III. Review 2016/2017 Charges
- IV. Discuss 2017 Faculty Information Technology Survey
- V. Other Items for the Good of the Order

Documents Utilized/Provided During or Directly After the Meeting:

- A. 5 December 2017 Meeting Minutes
- B. Meetings and Records Checklist
- C. 2016/2017 Charges Document
- D. 2016 IT Survey Results

**ACTION
ITEMS /
NOTES:**

I. Review and approval of Minutes from 5 December 2016 Meeting / Discussion

- Meeting Minutes from the 5 December 2016 meeting were approved with a motion by Senator Smith and a second by Senator Young.

II. Discuss Committee Meetings and Records Checklist

- Senator Smith will contact Pauletta King and see if the Faculty Senate needs any additional information regarding the monthly meeting time and location of the Faculty Senate Information Technology Committee.

III. Review 2016/2017 Charges

- Changes to the 2016/2017 charges have been finalized and submitted to the Faculty Senate Executive Committee

IV. Discuss 2017 Faculty Information Technology Survey

- The majority of the February meeting was spent discussing the upcoming 2017 Faculty Information Technology Survey
- The committee hopes to have the survey disseminated during the last week of February, analyze the results during the middle of March and then present the findings at the April 2017 Faculty Senate meeting
- Senator Young will consult with Dr. Sandy Hunter to discuss human subjects review for the assessment and also any other “lessons learned” from last year’s process
- Senator Smith will consult with Senator Ida Slusher (Representative on the Faculty Senate Executive Committee) and discuss collaboration with Institutional Research, specifically through the use of their online survey mechanism
- Senator Baggett will develop the rough draft of the survey instrument based on the discussions of the committee during the February meeting
- Senator Baggett will disseminate the draft to the committee members for a review and comment period
- Senator Smith will share the draft instrument with Dean Betina Gardner (EKU Chief Technology Officer) regarding questions and potentially additional questions on LMS and other technologies

V. Other Items for the Good of the Order

- Meeting adjourned at 2:25 PM

<p>Condensed Report from Meeting:</p>	<p>The Faculty Senate Information Technology Committee met on Friday, 10 February 2017 due to the membership’s inability to meet during the regularly scheduled meeting on Monday, 6 February 2017. After reviewing and approving the 5 December 2016 meeting minutes, the committee spent the majority of the meeting time discussing the 2017 Faculty Technology survey. The goal of the committee is to analyze the survey results in mid-march and present the findings during the regularly scheduled April Faculty Senate meeting. The next meeting of the IT Committee is Monday, 6 March 2017; however, the committee will continue to refine the survey via email during the next few weeks.</p>	
<p>Minutes / Summary Distribution Timeline:</p>	<ul style="list-style-type: none"> • <u>1st week of month</u> <ul style="list-style-type: none"> • IT Committee Meeting (1ST Monday of Month – 2 PM) • Faculty Senate Meeting (1st Monday of Month – 3:30 PM) • <u>2nd week of month</u> <ul style="list-style-type: none"> • Submit the last month’s meeting notes/minutes that were approved at the previous week’s meeting to Pauletta King. • Develop Draft Meeting Minutes for this Month – Submit to Committee Members for Comment / Feedback • Identify and send questions for Ida Slusher to bring to Faculty Senate Executive Committee – based on IT Committee Meeting • <u>3rd week of month</u> <ul style="list-style-type: none"> • Faculty Senate Executive Committee meeting • <u>4th week of month</u> <ul style="list-style-type: none"> • Prepare meeting agenda for next week’s IT committee & distribute • Develop the overview (the high level written report) report that the IT committee will orally present to the Faculty senate during the next month’s meeting. <ul style="list-style-type: none"> • Submit to Pauletta King by end of day on Wednesday prior to the Monday meeting (possible second mailing late Friday evening) 	
<p>NEXT COMMITTEE MEETING:</p>		
<p><i>Date:</i> Monday, 6 March 2017</p>	<p><i>Time:</i> 2:30 PM</p>	<p><i>Location:</i> Library 204G</p>
<p>Potential Agenda Topics for Next Meeting (6 February 2017):</p>		
<p>I. Review of Minutes from 10 February 2017 Meeting / Discussion</p> <p>II. Further discussion / action regarding the 2017 ECU Faculty Technology survey</p> <p>III. Other Items for the Good of the Order</p>		