

INFORMATION TECHNOLOGY COMMITTEE	
Faculty Senate	
Eastern Kentucky University	
MEETING NOTES	



<b>Date:</b> Monday, March 6, 2017	<b>Time:</b> 2:30 – 3:10 PM	<b>Location:</b> Library 204G
------------------------------------	-----------------------------	-------------------------------

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

- Agenda Topics (High-Level):**
- I. Review and approval of Minutes from 10 February 2017 Meeting / Discussion
  - II. Discuss Committee Internal Procedures – Request from Executive Committee
  - 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. 10 February 2017 Meeting Minutes
  - B. Internal Procedures Framework
  - C. 2017 Faculty IT Survey Draft

ACTION ITEMS / NOTES:	<ul style="list-style-type: none"> <li>I. <b>Review and approval of Minutes from 10 February 2017 Meeting / Discussion</b> <ul style="list-style-type: none"> <li>• Meeting Minutes from the 10 February 2017 meeting were approved with a motion by Senator Smith and a second by Senator Hoose.</li> </ul> </li> </ul>
-----------------------------	--

	<p><b>II. Faculty Senate Internal Procedures</b></p> <ul style="list-style-type: none"> <li>• Response to email from Senate Skubik-Peplaski on Sunday, 5 March 2017</li> <li>• Email requested that all committees create an internal procedures document</li> <li>• A draft IT committee internal procedures document was submitted to the committee for review on Tuesday, March 07, 2017</li> </ul> <p><b>III. Discuss 2017 Faculty Information Technology Survey</b></p> <ul style="list-style-type: none"> <li>• Committee members reviewed the 3 March 2017 draft of the 2017 Faculty IT Survey</li> <li>• The committee has received feedback on the survey from the Academic Technology Advisory Committee as well as members of ECU ITDS</li> <li>• The committee is awaiting a response from Institutional Effectiveness regarding a potential dissemination date; it appears that there are several surveys set to release in the next few weeks and the goal is to space out the surveys in order to not overwhelm the faculty. Therefore, the dissemination date of the 2017 ECU IT Survey is unknown at this point in time.</li> <li>• The committee discussed the reporting phase of the survey. Unless there are any extraordinary findings, the findings will be developed into a report and submitted to the faculty senate secretary for posting.</li> </ul> <p><b>IV. Other Items for the Good of the Order</b></p> <ul style="list-style-type: none"> <li>• Meeting adjourned at 3:10 PM</li> </ul>
<p><b>Condensed Report from Meeting:</b></p>	<p>The Faculty Senate Information Technology Committee met on Monday, March 6 2017. After reviewing and approving the 10 February 2017 meeting minutes, the committee discussed the internal procedures request from the rules committee. The remainder of the meeting was spent discussing the 2017 Faculty Technology survey. The committee currently awaits the feedback of ECU Institutional Effectiveness regarding the dissemination timeframe. The next meeting of the IT Committee is Monday, 3 April 2017; however, the committee to communicate electronically regarding the survey.</p>
<p><b>Minutes / Summary Distribution Timeline:</b></p>	<ul style="list-style-type: none"> <li>• <b><u>1<sup>st</sup> week of month</u></b> <ul style="list-style-type: none"> <li>• IT Committee Meeting (1<sup>ST</sup> Monday of Month – 2 PM)</li> <li>• Faculty Senate Meeting (1<sup>st</sup> Monday of Month – 3:30 PM)</li> </ul> </li> <li>• <b><u>2<sup>nd</sup> week of month</u></b> <ul style="list-style-type: none"> <li>• Submit the last month’s meeting notes/minutes that were approved at the previous week’s meeting to Pauletta King.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Develop Draft Meeting Minutes for this Month – Submit to Committee Members for Comment / Feedback</li> <li>• Identify and send questions for Ida Slusher to bring to Faculty Senate Executive Committee – based on IT Committee Meeting</li> <li>• <b><u>3<sup>rd</sup> week of month</u></b> <ul style="list-style-type: none"> <li>• Faculty Senate Executive Committee meeting</li> </ul> </li> <li>• <b><u>4<sup>th</sup> week of month</u></b> <ul style="list-style-type: none"> <li>• Prepare meeting agenda for next week’s IT committee &amp; distribute</li> <li>• 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"> <li>• Submit to Pauletta King by end of day on Wednesday prior to the Monday meeting (possible second mailing late Friday evening)</li> </ul> </li> </ul> </li> </ul>
--	---

**NEXT COMMITTEE MEETING:**

<i>Date:</i> <b>Monday, 3 April 2017</b>	<i>Time:</i> <b>2:30 PM</b>	<i>Location:</i> <b>Library 204G</b>
--	-----------------------------	--------------------------------------

**Potential Agenda Topics for Next Meeting (3 April 2017):**

<p>I. Review of Minutes from 6 March 2017 Meeting / Discussion</p> <p>II. Further discussion / action regarding the 2017 EKU Faculty Technology survey</p> <p>III. Other Items for the Good of the Order</p>
--