

INFORMATION TECHNOLOGY COMMITTEE Faculty Senate Eastern Kentucky University MEETING NOTES		
Date: Monday, 3 October 2016	Time: 2:30 – 3:15 PM	Location: Library 204G
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 Zekeriya Eser	<i>Accounting / Finance / Information Systems</i>	
Senator Shane Hoose	<i>Music</i>	
Senator Kelly Smith, <i>Co-Chair</i>	<i>Libraries</i>	
Senator Bill Young	<i>Emergency Medical Care</i>	
Members Absent (Alphabetical):	Department:	
Agenda Topics (High-Level):		
I. Committee Member Introductions II. Overview the Role of the IT Committee – Per Handbook III. Review and Discuss Executive Committee Charges for the 2016 – 2017 IT Committee IV. Discussion of Turning Point Software / IT Cmte. Role V. Items for Dean Gardner / Academic Technology Advisory Committee VI. Other Items for the Good of the Order		
Documents Utilized/Provided During or Directly After the Meeting:		
A. Excerpt from the EKU Faculty Handbook – Role of the IT Committee in Faculty Senate <i>(Included Below)</i> B. Faculty Senate Charges for the 2016 – 2017 IT Committee <i>(Included Below with Modifications)</i>		

**ACTION
ITEMS /
NOTES:**

I. Introductions

- Each member introduced themselves at this year's first meeting.

II. Discussed Role of IT Committee – Faculty Handbook

- The old version was initially included in the notes from the 2015/2016 handbook.
- The updated version from the 2016/2017 handbook has been included below

III. Review / Modify Executive Committee Charges for IT Committee

- Committee members reviewed the charges from the Faculty Senate Committee
- Modifications have been made to the charges in the next section of this document.

IV. Discussion of Turning Point Software for Senate Voting

- The IT committee will be responsible for the operation of the Turning Point Software that is being used to collect votes for Faculty Senate
- Jonathan Sikora is our POC at ECU ITDS
- There will be a dedicated computer for the software at the meetings
- Kelly and Ryan met with ITDS for a tutorial and will operate the software during the first meeting
- After any deficiencies are identified and remediated, other IT committee members will be given the chance to receive training and take turns operating the system at the monthly faculty senate meetings
- Question was asked about the reporting of results – this question was raised to Senator O'Brien who indicated that they will be attached to the monthly faculty senate meeting minutes

V. Items for Dean Gardner / Academic Technology Advisory Committee:

- The next meeting for the ATAC Committee will be at 2:30 PM on Wednesday, 26 October in Library 201. Kelly and Ryan will attend on behalf of the IT Committee
- Learning Management System Update?
- W Drive / N Drive Remote Access Question / Concerns?
- What are the top faculty issues to the ECU technical help desk?
- Question about future of install and uninstall capabilities for faculty?

VI. Other Items for the Good of the Order

- With regards to the first charge from the executive committee “*Coordinate the planned technology training for faculty*”:
 - Committee members will consult with various “training” providers on campus to obtain schedules of upcoming training:
 - Kelly will reach out to Rusty Carpenter (Faculty Innovators / TLC)
 - Ryan will reach out to Nedim Slijepcevic (eCampus)
- Faculty IT Survey
 - Kelly will send out raw data and report from last academic year’s survey
 - Discussion of a replication of the survey this year

**This language was updated from the 2016-2017 handbook, not the 2015-2016 handbook that was used on the initial agenda.*

FACULTY HANDBOOK (2016 – 2017)

VII. THE FACULTY SENATE

SECTION E: COMMITTEES OF THE SENATE:

8. Information Technology Committee
 - a) The Information Technology Committee shall consist of five members elected by the Senate from its elected membership. Elected members shall serve for the duration of their current term.
 - b) The Information Technology Committee shall elect annually a chair from among its membership. The elected chair shall also serve on the University’s Academic Technology Advisory Committee as the Faculty Senate Representative to that committee.
 - c) The Information Technology Committee shall provide a channel of communication among the Faculty Senate, the faculty-at-large, and the Administration on faculty perspectives regarding information technology services and policy.
 - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on information technology matters. The Committee may meet with the President and/or Provost as necessary to share information about faculty perspectives regarding information technology.
 - e) The Committee shall make recommendations to the Senate on matters including, but not limited to, information technology practices in the university environment.

SUPPORTING
DOCUMENTATION
/ INFORMATION
UTILIZED DURING
MEETING:

- f) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.

B) Charges to the IT Committee from the Faculty Senate Executive Committee:

REVISIONS (AS DISCUSSED BY THE COMMITTEE ARE NOTED IN RED / BOLD / ALL CAPS FONT.

- ~~Continue~~ **COORDINATE** the planned technology training for faculty.
- Monitor university plans continuing or changing the campus Learning Management System (LMS) and training of faculty for implementation of potential migration
- Continue monitoring Blackboard issues as necessary.
- Monitor technology issues related to PC and MAC users for effective teaching and learning
- ~~Investigate the current status of support for online instruction throughout the university. Explore how faculty intellectual property is compensated by various colleges and department, inside and outside of eCampus, and provide a status report on current practices.~~
- Monitor suggestions from the 2016 end of year report

NEXT COMMITTEE MEETING:

Date: **Monday, 7 November 2016**

Time: **2:30 PM**

Location: **Library**

Potential Agenda Topics for Next Meeting (7 November 2016):

- I. Review of Minutes from 3 October Meeting / Discussion
- II. Discussion of Turning Point Software / IT Cmte. Role
 - Review of operation at 3 October Faculty Senate Meeting
 - Next Steps
- III. Academic Technology Advisory Committee Overview
- IV. Discussion of 2015/2016 Faculty IT Survey
- V. Other Items for the Good of the Order