

INFORMATION TECHNOLOGY COMMITTEE



Faculty Senate
Eastern Kentucky University
MEETING NOTES

Date: Monday, 5 December 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 Kelly Smith, <i>Co-Chair</i>	<i>Libraries</i>
Members Absent (Alphabetical):	Department:
Senator Shane Hoose	<i>Music</i>
Senator Bill Young	<i>Emergency Medical Care</i>
Special Guests (Alphabetical):	Department:
Jonathan Sikora	<i>EKU IT – Senior IT Consultant</i>

Agenda Topics (High-Level):

- I. Review and approval of Minutes from 7 November Meeting / Discussion
- II. Turning Point Software Training
 - Mr. Jonathan Sikora – EKU IT
- III. Other Items for the Good of the Order

Documents Utilized/Provided During or Directly After the Meeting:

- A. 7 November 2016 Meeting Minutes
- B. One Pager – “Quick Reference for Faculty Senate Voting”

ACTION ITEMS / NOTES:

- I. Review / Approve Meeting Minutes from 7 November 2016 Meeting**
 - Minutes were distributed via email.
 - Meeting Minutes from 7 November 2016 meeting were approved
- II. Training - Turning Point Software / Jonathan Sikora – EKU IT**
 - See attached “Quick Reference for Faculty Senate Voting”
- III. Other Items for the Good of the Order**

<p>Condensed Report from Meeting:</p>	<p>The Faculty Senate Information Technology Committee met on Monday, 5 December 2016. After reviewing and approving the 7 November 2016 meeting minutes, the committee received a training on the Turning Point Software by Mr. Jonathan Sikora of EKU IT. Turning Point is the software utilized by the EKU Faculty Senate to collect senator votes. Mr. Sikora utilized a one page “quick reference” guide to provide instruction to the group. The next meeting of the IT Committee is Monday, 6 February 2017.</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 • Faculty Senate Meeting • <u>2nd week of month</u> <ul style="list-style-type: none"> • Develop Meeting Minutes • Develop Condensed Report from meeting and submit to Ida Slusher/Pauletta King • Identify Questions for Ida Slusher to bring to Faculty Senate Executive Committee • <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 IT committee & distribute 	
<p>NEXT COMMITTEE MEETING:</p>		
<p><i>Date:</i> Monday, 6 February 2017</p>	<p><i>Time:</i> 2:30 PM</p>	<p><i>Location:</i> Library</p>
<p>Potential Agenda Topics for Next Meeting (6 February 2017):</p>		
<p>I. Review of Minutes from 5 December 2016 Meeting / Discussion</p> <p>II. TBD</p> <p>III. Other Items for the Good of the Order</p>		

Quick Reference for Faculty Senate Voting

1. Open TurningPoint Cloud – Sign In
2. Check the receiver status in the top left of the main pane to verify receiver is working properly
3. Start Session – “Click to Connect” under ResponseWare in top right
 - a. Reserve Session ID
 - b. Verify in Session Options that Require Participant Accounts is checked
 - c. Click Start Session
4. Click on Anywhere Polling – this will open the Anywhere Polling window
5. To Conduct a Vote – click drop down arrow next to Play button – choose “3 Answers” from menu
 - a. This will open polling and users can vote
 - b. Click the small bar chart icon to see vote results – updates in real-time
 - c. Click the people icon to see list of responses
 - d. When voting is complete, click Stop button

Note: Repeat step 5 for each individual vote

6. When all votes are complete, close the Anywhere Polling window
 - a. This will prompt you to save your session, name the session appropriately and save it
 - b. Then click End Session on ResponseWare window
7. Session reports can now be accessed and edited from the Manage tab on TurningPoint Cloud