

INFORMATION TECHNOLOGY COMMITTEE



Faculty Senate
Eastern Kentucky University

MEETING NOTES

Date: Friday, September 8, 2017	Time: 1 – 2 PM	Location: Stratton 280
Meeting Called by:		
<i>Committee Co-Chairs</i>		
Members Present (Alphabetical):		
Senator Ryan Baggett, <i>Co-Chair</i>	Department:	
	<i>Safety and Security</i>	
Senator Chad Cogdill, <i>Co-Chair</i>	Department:	
	<i>Communication</i>	
Senator Shane Hoose	Department:	
	<i>Music</i>	
Senator Tyler Huffman	Department:	
	<i>Geosciences</i>	
Senator Bill Young	Department:	
	<i>Fire Protection and Paramedicine Sciences</i>	
Members Absent (Alphabetical):		
N/A		
Special Guests (Alphabetical):		
N/A		
Agenda Topics (High-Level):		
<p>I. Committee Member Introductions</p> <p>II. Overview the Role of the IT Committee</p> <p>III. Review Charges from the Executive Committee</p> <p>IV. Review Minutes / Summary Distribution Timelines</p> <p>V. Discuss 2017 Faculty Information Technology Survey Results</p> <p>VI. Turning Point Software</p> <p>VII. Other Items for the Good of the Order</p>		
Documents Utilized/Provided During or Directly After the Meeting:		
<p>A. Faculty Handbook – FS IT Committee Section</p> <p>B. Faculty Senate IT Committee Monthly Timeline</p>		

C. Internal Procedures – Faculty Senate Information Technology Committee – 2017

D. Quick Reference for Faculty Senate Voting – Revised 1 MAY 2017

E. 2017 Faculty Information Technology Survey Initial Results

I. Committee Member Introductions

II. Overview the Role of the IT Committee

- The committee reviewed the IT Committee overview in the faculty handbook as well as the internal procedures from last year’s committee

III. Review Charges from the Executive Committee

- The committee reviewed last year’s charges from the IT committee. The new charges were not released until the evening of this meeting. The new charges will be reviewed at the committee’s next meeting.

IV. Review Meeting Minutes Distribution Timelines

- The committee reviewed the timeline below that displays the timeline for meeting minute / announcement distribution.

V. Discuss 2017 Faculty Information Technology Survey Results

- The 2017 survey results are available on Google Drive, the committee noted they will review those results and discuss at the next committee meeting.

VI. Turning Point Software

- A three page Turning Point software “cheat sheet” was made available on Google Drive. At the next committee meeting, Jonathan Sikora (EKU IT) will come and demonstrate / train the committee on the software.

VII. Other Items for the Good of the Order

- Meeting adjourned at 2:00 PM

**ACTION
ITEMS /
NOTES:**

**Condensed
Report from
Meeting:**

The Faculty Senate Information Technology Committee met on Friday, 8 September 2017. In previous email conversations, Senator Ryan Baggett and Senator Chad Cogdill were named Committee Co-Chairs. Since this was the first meeting of the new academic year, the committee spent time getting to know each other and also reviewed the purpose and history of the committee. The committee will plan on further review of the 2017 Faculty IT Survey results, various meetings with EKU IT staff to discuss new developments in that

	area, and also training for the Turning Point software that is used for voting during faculty senate meetings.	
Minutes / Summary Distribution Timeline:	<ul style="list-style-type: none"> • <u>1st week of month</u> <ul style="list-style-type: none"> • IT Committee Meeting (Friday before Monday’s Faculty Senate Meeting <ul style="list-style-type: none"> ○ 1 PM – Stratton 280 • Faculty Senate Meeting <ul style="list-style-type: none"> ○ 1st Monday of Month – 3:30 PM ○ Keen Johnson Building • <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) 	
NEXT COMMITTEE MEETING:		
<i>Date:</i> TBD	<i>Time:</i> TBD	<i>Location:</i> TBD
Potential Agenda Topics for Next Meeting (22 September 2017):		
<p>I. Review and approval of meeting minutes from 8 September 2017 Meeting / Discussion</p> <p>II. Turning Point Training (with Jonathan Sikora, EKU IT)</p> <p>III. Update on EKU LMS (Jonathan Sikora, EKU IT)</p> <p>IV. Review 2017/2018 Charges from Executive Committee</p> <p>V. Other Items for the Good of the Order</p>		