

INFORMATION TECHNOLOGY COMMITTEE Faculty Senate Eastern Kentucky University MEETING NOTES		
Date: Friday, September 22, 2017	Time: 1 – 2 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 Chad Cogdill, <i>Co-Chair</i>	<i>Communication</i>	
Senator Tyler Huffman	<i>Geosciences</i>	
Members Absent (Alphabetical):	Department:	
Senator Shane Hoose	<i>Music</i>	
Senator Bill Young	<i>Fire Protection and Paramedicine Sciences</i>	
Special Guests (Alphabetical):	Department:	
Jonathan Sikora	<i>EKU Information Technology</i>	
Agenda Topics (High-Level):		
I. Approval of Meeting Minutes – 8 September 2017 II. Turning Point Software Training III. Blackboard SAS Implementation IV. Other Items for the Good of the Order		
Documents Utilized/Provided During or Directly After the Meeting:		
Turning Point - Quick Reference for Faculty Senate Voting – Revised 1 MAY 2017		
ACTION ITEMS / NOTES:	I. Approval of Meeting Minutes <ul style="list-style-type: none"> The meeting minutes from 8 September 2017 were approved by the committee members. It should be noted that the committee met on 22 September instead of its originally scheduled meeting of 29 September due to ECU’s Assurance of Learning (AOL) Day on 29 September. 	

II. Turning Point Software Training

- Jonathan Sikora (EKU IT) visited the committee and conducted a training session on the Turning Point software. The committee reviewed various aspects of the software and developed the following schedule regarding who will operate the voting system at Faculty Senate:

Faculty Senate Meeting:	Lead Operator:	Trainer:
September 11, 2017	Senator Ryan Baggett	N/A
October 2, 2017	Senator Chad Cogdill	Senator Ryan Baggett
November 6, 2017	Senator Tyler Huffman	Senator Chad Cogdill
December 4, 2017	Senator Bill Young	Senator Tyler Huffman
February 5, 2018	Senator Shane Hoose	Senator Bill Young
March 5, 2018	Senator Ryan Baggett	N/A
April 2, 2018	Senator Chad Cogdill	N/A
May 7, 2018	Senator Tyler Huffman	N/A

III. Blackboard SAS Implementation

- The committee spoke to Jonathan Sikora about the latest developments in the implementation of the Blackboard SAS system.

IV. Other Items for the Good of the Order

- Meeting adjourned at 2:15 PM

Condensed Report from Meeting:

The Faculty Senate Information Technology Committee met on Friday, 22 September 2017. The committee met on 22 September instead of its originally scheduled meeting date of 29 September due to EKU Assurance of Learning Day. After reviewing and approving the meeting minutes from 8 September 2017, the committee was trained on the Turning Point voting software by Jonathan Sikora of EKU IT. Following the training, the committee spoke to Jonathan about the latest updates on the rollout of Blackboard SAS at EKU.

Minutes / Summary Distribution Timeline:

- 1st week of month**
 - IT Committee Meeting (Friday before Monday’s Faculty Senate Meeting)
 - 1 PM – Stratton 280
 - Faculty Senate Meeting
 - 1st Monday of Month – 3:30 PM
 - Keen Johnson Building

	<ul style="list-style-type: none"> • <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)
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NEXT COMMITTEE MEETING:

<i>Date:</i> Friday, 3 November 2017	<i>Time:</i> 1 PM	<i>Location:</i> Stratton 280
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Potential Agenda Topics for Next Meeting (3 November 2017):

I.	Review and approval of meeting minutes from 22 September 2017 Meeting / Discussion
II.	Review 2017/2018 Charges from Executive Committee
III.	Other Items for the Good of the Order