

INFORMATION TECHNOLOGY COMMITTEE



Faculty Senate
Eastern Kentucky University

MEETING NOTES

Date: 1/29/2021	Time: 4:00pm	Location: https://eku.zoom.us/j/6396327602
Meeting Called by: N/A (see below)	Gerald Nachtwey, chair	
Members Present	Department:	
Senator Javier Alvarez	<i>Languages, Cultures & Humanities</i>	
Senator Jennifer Hight	<i>Occupational Therapy</i>	
Senator Gerald Nachtwey	<i>English</i>	
Senator Amy Schilling	<i>ASLIE</i>	
Senator Alexander White	<i>Model Laboratory School</i>	
Members Absent (Alphabetical):	Department:	
Special Guests (Alphabetical):	Department:	
Agenda Topics (High-Level):		
<ul style="list-style-type: none"> I. Review and approval of meeting minutes from previous Meeting / Discussion II. Review procedure for recording votes using Google Forms. III. Discuss rotation for supervising voting at Spring meetings. IV. Other Items for the Good of the Order 		
Documents Utilized/Provided During or Directly After the Meeting:		
A. Faculty Senate agenda for 2.1.2021 meeting.		
ACTION ITEMS / NOTES:	<ul style="list-style-type: none"> I. Reviewed and approved minutes from the October 30, 2020 meeting II. Reviewed process for recording votes with Google Forms. III. Senator Schilling agreed to supervise voting for 2.1.2021 meeting; Senator Nachtwey will provide support and notify Senate Chair of change. 	

Condensed Report from Meeting:		
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) • Faculty Senate Meeting <ul style="list-style-type: none"> ○ 1st Monday of Month – 3:30 PM • <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 Anne Fleischer 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> February 26, 2021	<i>Time:</i> 4pm	<i>Location:</i> https://eku.zoom.us/j/6396327602
Potential Agenda Topics for Next Meeting		
<ul style="list-style-type: none"> I. Review Google Forms as voting software; investigate possible alternatives. II. Set schedule for other senators to supervise voting at Faculty Senate meetings. III. Other items for the good of the order. 		