

INFORMATION TECHNOLOGY COMMITTEE



Faculty Senate
Eastern Kentucky University

MEETING NOTES

Date: 10/2/2020	Time: 4:30pm	Location: Zoom https://eku.zoom.us/j/6396327602
Meeting Called by:	Gerald Nachtwey	
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):		
I. Review of Google Forms as Voting Mechanism for Faculty Senate		
II. Discussion of Results from Spring 2020 Faculty IT Survey		
III. Other Items for the Good of the Order		
Documents Utilized/Provided During or Directly After the Meeting:		
A. 2020 Faculty IT Survey: https://drive.google.com/file/d/1UxFNZfpLnw11BkNQr92MHZS6l6UWzEXM/view?usp=sharing		
B. Summary Results – Spring 2020 Faculty IT Survey: https://drive.google.com/file/d/1L4HIoLNQ7I-O3SedWarc6OBdVS6-335V/view?usp=sharing		

**ACTION
ITEMS /
NOTES:**

I. Review of Google Forms as Voting Mechanism for Faculty Senate

Senator Nachtwey introduced both new and returning committee to Google Forms, and how it was to be used to effect voting at Faculty Senate meetings. Because of time constraints, committee reserved setting a rotating schedule for committee members to oversee voting for the next, late October meeting.

II. Discussion of Results from Spring 2020 Faculty IT Survey

Having reviewed the Spring 2020 Faculty IT Survey, committee members collectively identified significant talking points of the raw data. Talking points were divided into two broad categories: information important to share with the Faculty-at-Large via the Faculty Senate; and actionable information for the IT Committee to share with the CIO. Results were compiled into a PowerPoint slide show (link above).

III. Other Items for the Good of the Order

It was agreed that this would be a good time to continue meeting for the rest of the Fall 2020 semester.

IV. Meeting adjourned at 5:00 pm

**Condensed
Report from
Meeting:**

**Minutes /
Summary
Distribution
Timeline:**

- **1st week of month**
 - IT Committee Meeting (Friday before Monday's Faculty Senate Meeting)
 - Faculty Senate Meeting
 - 1st Monday of Month – 3:30 PM
 - Keen Johnson Building
- **2nd week of month**
 - 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
- **3rd week of month**
 - Faculty Senate Executive Committee meeting
- **4th week of month**

	<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> October 30	<i>Time:</i> 4:30pm	<i>Location:</i> Zoom https://eku.zoom.us/j/6396327602
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Potential Agenda Topics for Next Meeting

<p>I. Approval of Minutes from October 2nd Meeting.</p> <p>II. Create rotating schedule for IT Committee member to oversee voting at full Senate meetings.</p> <p>II. Review suggestion from Rules Committee on alternate methods for distributing Google Forms links to Senators.</p> <p>III. Discuss need for IT Policy revisions regarding email sent on behalf of faculty advisors by Office of Graduation and Retention</p> <p>IV. Other Items for the Good of the Order</p>
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