

TSPC Initial Meeting Notes

2/03/2005

2:30 PM

West Conference Room

Meeting called by:	Dr. Allen Henderson	Type of meeting:	Technology Strategic Planning
Facilitator:	Marcus Kerr	Note taker:	Alma Kleckner

Attendees:	Senior Management Allen Henderson, Provost	Internal constituents John Gonzalez, Student Earl Martin, School of Law - Absent Betsy Alexander, School of Arts and Sciences Hector Quintanilla, School of Business – Replaced by Sameer Vaidya Carlos Martinez, School of Education Debbie Roark, Staff	Key decision makers/support personnel Bill Bleibdrey, Chief Financial Officer Chuck Hollingsworth, Chief Information Officer and Alumnus Marcus Kerr, Academic Technology and Web Services Cindy Swigger, University Librarian
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----- Agenda Topics -----	
Welcome Statement	Allen Henderson
Member Introductions	All
Roles and Responsibilities	Allen Henderson
Process Overview	Marcus Kerr
Data Gathering Update	Chuck Hollingsworth and Marcus Kerr
Upcoming Events	Marcus Kerr
Questions and Concerns	Open Floor
Agenda for Second Meeting	Allen Henderson

Welcome

Dr. Henderson initiated the meeting and thanked everyone for coming. He advised that the purpose for this group was to look at the big picture from the University's stand point of view and not just an individual. He went on to say that we would develop a comprehensive three-year technology plan that would lead to a viable plan and tell us where we are going. Dr. Henderson also said that it was very important to work together as a team, be open, honest, reflect on our views and others, be respectful of each other, and that there will be no personal attacks. Dr. Henderson stated that it is important to have a common purpose to develop a plan.

Dr. Henderson continued by introducing the members of the committee and explained the roles and responsibilities of each member. He advised that each of them is expected to represent their group, hold meetings, to go out and listen. Each member was to communicate, answer questions and group concerns.

Process Overview

Mr. Marcus Kerr went over the Technology Planning Process Overview (see handout). Mr. Kerr advised that right now they were working on the data collection such as inventories of hardware, software and Web service. He advised that Mr. Richard Massey had gone through all the classrooms and conducted an inventory of all the media.

Mr. Kerr also advised that the surveys for Student, Faculty, Staff, Chief Information Officer and Alumni Technology were still out there and that we had received good responses from some, but that we still

needed to encourage people to fill them out. He advised that 172 students responded to the student survey, 138 responses from the Alumni, 26 Staff (a little short), and 37 from the Faculty. Dr. Carlos Martinez asked the location of the surveys and how to get to them. Mr. Kerr referred him to the home page for the Student Survey and the others were sent via e-mail. Debbie Roark commented that she would send the e-mail to staff, Carlos Martinez to his school and Betsy Alexander to the faculty as well. Mr. Kerr asked how we could encourage students to fill out the survey. John responded that he had already sent out articles, flyers and e-mails to their personal accounts. Another suggestion was to ask the faculty to help by letting the students know at the beginning of their class. Mr. Kerr noted that the Alumni were very thankful for involving them and a lot of them offered their assistance.

Dr. Carlos Martinez inquired as to what information the surveys would yield, to which Mr. Kerr responded that it would yield information on issues related to technology and learning, hardware and software support services and growth. This was a step towards developing procedures in those areas.

Data Gathering Update

Mr. Chuck Hollingsworth told everyone that he had been gathering data since 2001. The data dealt with technology, the private sector and PriceWaterhouse Coopers and others. Mr. Hollingsworth advised that he has the information at hand for the committee to use and would be stored electronically. Mr. Hollingsworth did say that this data was not to be shared publicly, but that it could be printed and read by the members of the committee only. Mr. Hollingsworth advised everyone that he would send an e-mail letting everyone know where the data will be stored. He noted that if anyone needed more information, just to send him an e-mail. Mr. Hollingsworth did reiterate that this plan was the most important step we can take for the University.

Mr. Marcus Kerr continued with the review of the technology planning process. Dr. Henderson did advised that he believes the Board will be willing to support the plan if we can build a plan that is reasonable and met the needs of the University.

Jose Ortega mentioned that it would benefit a great deal from the staff side to have a representative who knew the business processes of the University such as Artis Walls or Kristi Taylor. Dr. Henderson did say that Bill Bleibdrey represented that side and that he knew the business processes of the University.

Upcoming Events

Mr. Marcus Kerr mentioned the Interactive Whiteboard presentation would be on February 11th, in the basement of the Library, Room B-16. Mr. Kerr mentioned the surveys would be closed on the 9th.

Agenda for Second Meeting (February 24th, West Conference Room, 2:45 P.M.)

- Work on our own Mission.
- Look at the data (Mr. Hollingsworth sent out the link on 2/03/05 via e-mail).
- Share the handout with other faculty to let them know what we are doing.

Motions

1. **The meetings were moved to 2:45 P.M. All agreed.**
2. **Changed Hector Quintanilla to Sameer Vaidya to represent the School of Business. All agreed.**

-----Action Items-----

1. Marcus Kerr will email Committee Members the surveys and Whiteboard Presentation information. Also, websites referencing materials on how to come up with a Mission Statement.
2. Chuck Hollingsworth will email the link to the Data to all Committee Members.