

TSPC Meeting Notes

04/072005

2:45 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- Absent	Internal constituents John Gonzalez, Student Earl Martin, School of Law- Absent Betsy Alexander, School of Arts and Sciences Sameer Vaidya, School of Business Carlos Martinez, School of Education - Absent Debbie Roark, Staff	Key decision makers/support personnel Bill Bleibdrey, C. Financial Officer Chuck Hollingsworth, CIO and Alumnus Marcus Kerr (Absent) & Jason Neal , Academic Technology and Web Services Cindy Swigger, University Librarian- Absent
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----- Agenda Topics -----	
Stakeholder Meeting Updates	Earl Martin, School of Law; Betsy Alexander, School of Arts and Sciences; Sameer Vaidya, School of Business; Carlos Martinez, School of Education
Review of Proposed Goals-Finished Develop Detailed Strategies Review Budgets and Identify Funding Sources Assign Development of Tactical Plan	All
Questions and Concerns	Open Floor
Agenda for Next Meeting (April 21, 2:45 PM) West Conference Room	Marcus Kerr

Mr. Hollingsworth initiated the meeting and passed out an outline of the Technology Strategic Plan. All reviewed and finished the Goals and Objectives. It was also recommended by all present to work on developing detailed strategies when all Stakeholders would be present.

Mr. Bleibdrey recommended that either Ms. Debbie Roark or Dr. Allen Henderson inform Steve Roberts and Kristi Taylor about what the committee is thinking/planning on the areas of employees' expectations.

Review of Proposed Goals

Proposed Goal 1 and objectives 1.1 and 1.3 were corrected and had a couple of words added. The other seven goals and objectives were reviewed and revised. All revised goals and objectives are listed below:

Proposed Goals and Objectives for Texas Wesleyan University Technology Strategic Plan

- 1. To develop and maintain technology for student-centered and instruction services.**
 - 1.1. Develop an incentives/rewards program to encourage technologically based student-centered instruction and services by all faculty and staff.
 - 1.2. Utilize a checklist during the development and design of courses reflected in the syllabi, to ensure that teaching practices are adhering to the principles of student-centered instruction.
 - 1.3. Develop and offer new courses via the Web to meet the expressed demand for Web-based courses by students and alumni, with a goal of nine (9) courses per year strategically placed across levels and disciplines.

- 2. To develop the information and communication skills necessary for students and employees to succeed in the 21st century.**
 - 2.1. Conduct annual environmental scan within one year to determine the industry standards for technology, current applications of technology within the industry, and technology-related developments affecting the industry.
 - 2.2. Implement technology across academic programs and administrative departments in a planned systematic manner.
 - 2.3. Include the selection of appropriate media as a step in the design process for every course.

- 3. To provide access to appropriate technology for individual needs.**
 - 3.1. Establish minimum standards for all computers on campus.
 - 3.2. Implement a computer replacement program to ensure that computing resources are adequate and able to function within the network environment.
 - 3.3. Establish and implement appropriate technology based environment models for teaching, learning and work.
 - 3.4. Increase the number of Level Two technology mediated classrooms to meet the demands of students and instructors.

- 4. To build and maintain a technology infrastructure that can support state-of-the-art instructional and administrative applications.**
 - 4.1. Develop a robust network model that includes network access in every classroom and office.
 - 4.2. Increase the network bandwidth to accommodate the growing use of network resources.
 - 4.3. Acquire the hardware and software necessary to meet the growing demands of network users.
 - 4.4. Develop a staffing structure that can support the current infrastructure and grow as the infrastructure grows.

- 5. To develop and maintain official procedures, technology standards, and timelines for technology-related requests and purchases in order to ensure that the "right" technology is purchased in a timely manner.**
 - 5.1. Develop and communicate official procedures related to: Privately Owned Equipment, Budgeted Hardware Orders, Budgeted Software Orders, Computer Lab Equipment, Acceptable Use Policy and Account Activation/Termination.
 - 5.2. Establish and support standards for all newly purchased technology hardware.
 - 5.3. Establish and support a suite of software that meets the general requirements of the university.
 - 5.4. Establish a University Computer Laboratory Committee to address issues related to computer laboratory software.
 - 5.5. Develop and communicate official timelines for a Service Level Agreement, a Computer Replacement Program, Hardware Requests, Software Requests, and Budget Submissions

- 6. To provide sufficient and comprehensive funds to support the acquisition, maintenance, personnel training, and use of technology to reach the goals stated in the University Technology Strategic Plan**
 - 6.1. Establish a technology fee that is adequate to fund the costs of technology related to student services and teaching and learning.
 - 6.2. Reallocate internal funding to cover academic, administrative, and training costs not covered by the Student Technology Fee.
 - 6.3. Identify and communicate the specific roles of Academic Technology and Information and Communication Technology to reduce costs associated with the duplication of services and to ensure that all requisite services are covered.
 - 6.4. Utilize external grants and/or alternative funding sources for specific technology projects, specially those projects not central to the functioning of the university.
 - 6.5. Develop partnerships with private organizations to reduce the costs of services to the university.
 - 6.6. Decentralize funds once each school or academic department has a clearly defined plan for the use of technology aligned with the University's Technology Strategic Plan.

- 7. To establish the expectation that academic and administrative personnel pursue professional growth in the use of technology to enhance professional practice.**
 - 7.1 Establish minimum technology competency required of all university employees.
 - 7.2 Develop and implement a motivational model that targets all groups of employees.
 - 7.3 Each employee will have a Technology Professional Growth Plan that is updated annually.

- 8. To develop and offer professional development opportunities for users of varying abilities in areas of identified interest/need.**
 - 8.1 Develop and implement a training program targeting Basic Technology Competency.
 - 8.2 Develop and implement training programs targeting instructional technologies, distance learning technologies, Web site development, and administrative technologies.

- 9. To provide professional growth opportunities in a variety of formats to accommodate different employee schedules and learning preferences.**
 - 9.1. Implement a series of technology demonstrations to showcase “innovative” uses of technology.
 - 9.2. Develop and deliver online, small group, and large group training modules/ sessions.

- 10. To develop a complete professional development program aligned with the Technology competency Standards and Benchmarks identified in the University Technology Strategic Plan.**
 - 10.1 Develop and implement training sessions teaching basic competency in Microsoft Word, Excel, PowerPoint, Outlook, and Windows XP Operating System for all university employees.
 - 10.2 Develop and implement training sessions teaching basic competency in Ramlink to appropriate university users.
 - 10.3 Develop and implement training sessions teaching basic competency in Wesleyan Information Network for appropriate University personnel.

- 11. To establish a mechanism for acquiring training on non-standard software and hardware through external means.**
 - 11.1. Develop a policy and procedure for requesting technology-related off-campus training in non-standard software and hardware.
 - 11.2. Establish funding for attending technology-related workshops and training courses that are offered off-campus.

- 12. To provide continuing professional growth opportunities for training staff to ensure trainers knowledge and skills are kept current.**
 - 12.1. Develop a policy and procedures for requesting technology-related off-campus training by training staff.
 - 12.2. Establish funding for attending technology-related workshops and training courses that are offered off-campus.