

TSPC Meeting Notes

3/31/2005

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-	Internal constituents John Gonzalez, Student-Absent 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-Absent Chuck Hollingsworth, CIO and Alumnus Marcus Kerr (Absent) & Jason Neal , Academic Technology and Web Services Cindy Swigger, University Librarian
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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	All
Questions and Concerns	Open Floor
Agenda for Next Meeting (April 07, 2:45 PM) West Conference Room	Marcus Kerr

Stakeholder Meeting Updates

Mr. Hollingsworth initiated the meeting and passed out an outline of the Technology Strategic Plan. All were to review the Goals and Objectives.

Review of Proposed Goals

Copies were handed out of the Goals and Objectives that Marcus Kerr had e-mailed earlier. All present reviewed and changed the first six Goals and Objectives, see below:

Proposed Goals and Objectives for Wesleyan Technology 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. 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

Agenda for Second Meeting (April 07, West Conference Room, 2:45 P.M.)

- Finish the Developing of Goals and 1 year Objectives. At least 2 goals per objective.
- Develop Detailed Strategies
- Review budgets and Identify Funding Sources
- Create Monitoring and Evaluation Plan
- Assign development of Tactical Plan