

TSPC Meeting Notes

11/03/2006
3-4:30 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-Absent Bill Bleibdrey, University Finance	Betsy Alexander, Schl. of Arts & Sciences Sameer Vaidya, Schl. of Business Carlos Martinez, Schl. of Education - Absent Debbie Roark, Staff John Veilleux, School of Law	Chuck Hollingsworth, ICT and Alumni Marcus Kerr, Facilitator Jason Neal, Acad. Tech. and Web Services Cindy Potter, University Librarian John Martin, Graduate Programs - Absent
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----- Agenda Topics -----		
Welcome	Marcus Kerr	3:00-3:09
Identification of New Student Representative	All	3:10-3:24
Update of University Technology Plan Projects	Marcus Kerr	3:25-3:44
School Technology Planning Update	Jason Neal	3:45-3:54
Administrative Departments Planning Update	SW Hollingsworth	3:55-4:04
Technology Budget Discussion	All	4:05-4:19
Open Floor	All	4:20-4:29
Adjournment	Marcus Kerr	4:30

Welcome

Mr. Kerr welcomed all the committee members. The schedule for the meeting was briefly reviewed.

Identification of New Representatives

The committee moved to nominate a new representative for the School of Law to replace the previous representative, Vickie Rainwater. Mr. John Veilleux was nominated and all present voted in favor. Mr. Kerr then mentioned that a new student representative was needed because John Gonzales had graduated and was no longer present at the university. After discussion, it was suggested that the new representative come from the Student Services or ARC department. Dr. Alexander suggested Ashley Milligan from the ARC would be a good candidate because she is familiar with the needs of the students and interacts with them on a daily basis. Mr. Kerr volunteered to ask Ms. Ashley Milligan if she would be willing to act as the student body representative. If nominated, a vote on her status will be held at the next plan review meeting.

Update of University Technology Plan Projects

Mr. Kerr announced that 20 projects were active and on schedule, the Systematic Technology Implementation project was delayed, and the Roles and Responsibilities project had been completed.

Mr. Hollingsworth advised the representatives that, as a result of the Roles and Responsibilities project, ICT and ATW were now working together to simplify and improve service by providing a single point of contact for technology support requests through the technology help desk. The Help Desk Analyst would take on the responsibility of directing the user to the appropriate solution/personnel when support was requested.

Mr. Jason Neal addressed the committee on the current state of School-level planning. He stated that the Systematic Technology Implementation Project deadline for the completion had been moved to the end of November. He mentioned that the plans submitted by the West Library, GPNA, and the School of Arts & Sciences had been submitted, meet the requirements of quality review, and were currently pending approval from the Provost. He announced that the School of Business had submitted a plan draft that had been reviewed and returned for modifications. He also announced that the School of Education was well behind schedule and they would begin plan development in December with their plan due date set for 2/1/2007.

Ms. Potter inquired if the individual department/schools plans received a quality review from the Provost detailing whether the sections or specifics were approved. Mr. Kerr advised that the Provost would have to provide her with the quality review documents.

Mr. Veilleux advised the committee on the status of School of Law Technology Plan. He announced that the school's planning committee had been working on a needs assessment that included surveying the students and faculty and they would soon begin compiling the data.

Mr. Hollingsworth declared that the administrative departments' had all began the planning process and all divisions were scheduled to submit their divisional drafts to the Business Process Management Team for review in early January. He also mentioned that the Computer Upgrade project (3.1) was now on schedule. Mr. Bleibdrey asked if the condition of every university-owned PC was known. Mr. Hollingsworth replied that the ICT department had conducted an electronic inventory of all PCs connected to the University network. The department had labored to develop a spreadsheet identifying the PCs that do not meet minimum standards and would distribute the list to the Provost and VP of Finance to assist in the prioritization of technology needs. It was also mentioned that the inventory revealed that none of the computers housed on the Downtown campus, occupied by the Law School, were below minimum standards.

Mr. Kerr announced that he would send a link to the UTSP Chronological Tasks Update Sheet once the meeting notes were posted for review.

Technology Budget Discussion

The project costs and proposed funding sources handout was distributed to all committee members. Mr. Bleibdrey asked if the estimates listed were current and reliable. Mr. Hollingsworth said that prices for technology items do change regularly, however, the estimates on the handout could be considered reliable and accurate for the next 12-18 months.

Open Floor Discussion

Mr. Neal announced that the development of technology training courses was on schedule, with great help from ICT, and he was receiving scheduling support from the Human Resources department.

It was then mentioned that schools are not mandated to create e-learning courses, however, if they are interested in pursuing e-learning as a delivery option they should contact a representative on the E-learning Taskforce or Mr. Neal.

The following handouts were given to all committee members present:

- The 2006-2009 UTSP Project Costs and Proposed Funding Sources
- The UTSP Status Report Fall 2006
- The Technology Support Service Roles and Responsibilities
- Technology Training Course Catalog
- Speaking Events Calendar 2006-2007
- Student-Centered Practices Workshop Flyer

The committee members were thanked and the meeting was adjourned.