INFORMATION TECHNOLOGY PLANNING COUNCIL
Minutes

Date: April 3, 2013
Time: 1:30 p.m. — 2:50 p.m.
Location: Green 206

Planning Officer
Curt Heuring, Vice President, Administration

Council
Teresa Nakra, faculty, School of Art and Communication – Sabbatical
X Eileen Alexy, School of Nursing
X Sunita Ahlawat, faculty, School of Business
X Julie Hughes, faculty, School of Social Sciences
X Karen Clark, faculty, School of Science
X Arti Joshi, faculty, School of Education
X John Kuiphoff, IMM
X Jennifer Wang, School of Engineering
X Thomas Mankovich, staff senator, Records and Registration
X Laurel Wanat, staff senator, Department of Math & Statistics
X Ashley Schmidt, SGA
X Mary Bessemer, SGA

Ex officio
X Jerry Waldron Information Technology
X Jeff Kerswill, Information Technology
   Shawn Sivy, Information Technology
X Jeanette Wolinski, Information Technology
X Sushma Mendu, Information Technology

1. CIO update: Jerry Waldron
   a. Minute distribution: Jerry Waldron sends minutes to steering committee for website; staff & student representatives send minutes to their senates; Julie Hughes sends to faculty senate until ITPC includes a faculty senator
   b. Bond request: will hear back in May sometime; feedback will deal with infrastructure and security initiatives
   c. Two systems will be deactivated at the end of June
      i. MyTCNJ
      ii. Form Genie (will be replaced by School Dude.) Frequent users are being notified. Most users have migrated to Qualtrics
   d. Online course feedback pilot continuing; plan go school-wide in fall

2. Staffing changes & searches
a. Developer position filled: Bryce Lykovich  
b. Network administrator: Colleen Schmidt  
c. Only open search includes network engineer to replace Bryce

3. Updates from IT directors & ITPM
   a. Jerry Waldron for Shawn Sivy:  
      i. Wireless installation had to stop a couple weeks ago because access point vendor became unable to do business with NJ; School of Science still up next; schedule of where wireless will be installed next year on website  
      ii. Phone switch specifications are being worked up right now; expect to purchase new phones over summer and turn over completely by January 2014  
      iii. STEM bond project will, if approved, will be a “mixed use building” and not solely an engineering, science or nursing building. This is a stipulation of the bond being pursued.

   b. Jeff Kerswill:  
      i. PrintSense: Uniflow phase 1 is implemented and doing well. In September, Uniflow implementation will be complete. New system requires students to have money on GetIt card to print rather than getting bill at end of the semester.  
      ii. Summer upgrades: Computers ordered; lots of replacements this summer (~575, including IMM labs)  
      iii. Customer service survey will be sent out in next couple of weeks. Jeff will send out to ITPC ahead of time for feedback. Results to be discussed at the May meeting of the ITPC.

   c. Jeanette Wolinski  
      i. Examining possible HR and financial system upgrades, including People Tools  
      ii. Examining 3rd-party software and in-house-written software that might be moved to 3rd party.

   d. Jerry for Sushma  
      i. EMS replacement for R25 targeted for completion by end of June  
          1. Working on PAWS interface  
          2. Migration of events in R25 to EMS  
      ii. Parking system (Boss Cars) switch proceeding smoothly; target for completion September  
      iii. Timesheet-X development will include more efficient ways of approvals of timesheets and clocking in/out with computers  
      iv. Co-curricular transcript demos being reviewed; involving several areas on campus to get input of what they want the product to do

4. Security program: Alan Bowen from IT security group  
   a. What are we trying to accomplish with security on campus? This document lays groundwork for goals, relevant regulations, responsible parties and roles, tools  
   b. Surveyed other schools and organizations with similar types of data and security concerns  
   c. Password policy roll-out
i. Announcement in LionShare email in coming week or two
ii. August and October: more messages geared to help users differentiate between these messages and phishing
iii. Every day for 14 days prior to expiration, will get email reminder
iv. Stagger expirations throughout month to ease system

5. Canvas status from Ryan
   a. Pilot: 11 instructors, about 400 students, generally positive feedback
   b. Summer blended-learning courses will also pilot Canvas; will have fewer students than spring’s pilot (~130)
   c. Preparing
      i. Canvas demos weekly are generally poorly attended (4 attendees)
      ii. Discussion: people want hands-on training, not demos
      iii. Ryan: Training schedule begins at end of May: its.pages.tcnj.edu... will be announced in LionShare
      iv. Will use SOCS to announce training/link to training schedule
   d. Brainstorming other ways to train and encourage early switching
      i. Karen: Word-of-mouth and touch person within each department will help
      ii. Ryan: CETL participants will maybe naturally designating an involved Canvas user in several departments
      iii. Eileen: Students will like Canvas and encourage faculty to switch
      iv. Training in winter
   e. Building tool to export SOCS resources as zip and import to Canvas

6. Instructional technology committee and support?
   a. Checked with Cindy Curtis about creating a new planning council. She suggested we work within ITPC to meet these goals
   b. Goals: Faculty test new software, bring new needs and possible tools to IT group, choose new platforms (e.g., Qualtrics, Canvas, Adobe)
   c. ITS workshops have publicized new discoveries with teaching technologies, but attendance and participation are low

The final meeting of the semester will be held on May 15th, rather than May 1st due to a campus programming conflict.