Information Technology Planning Council  
February 19, 2014  
Meeting Minutes

In attendance: Jerry Waldron, Teresa Nakra, Sunita Ahlawat, Yuji Tosaka, Arti Joshi, John Kuiphoff, Laurel Wanat, Kruthika Ramesh, Daniel Bowen, Jeff Kerswill, Shawn Sivy, Sushma Mendu

1. December 4, 2013 minutes approved
2. Are we doing a good enough job in getting the word out?
   a. Teresa Nakra will send the 12/4 summary to committee members to help ITPC members communicate with their schools
   b. Most deans are getting the summaries and notes.
   c. Faculty and Staff Senates are getting summaries but not necessarily disseminating them equally
3. Feedback on Canvas: the Conference feature in Canvas got used quite a bit, due to snow days. 45% of faculty have gone through training so far.
   a. Attendance at the trainings has dropped off recently – we don't know why. It's quite user-friendly
   b. Complaints:
      i. Email feature bad – no subjects
      ii. Attendance feature works fine
      iii. Rubrics are difficult to include
   c. Need for higher-level Canvas training from a faculty perspective – perhaps a high-level 'star' faculty member to give a special session at the IT Workshop
   d. What are the issues that need to be addressed before SOCS gets shut down at the end of July?
4. Feedback on password change policy – seems to be basically fine.
5. Jerry asked for general feedback on how IT is doing – any concerns?
   a. Basically fine!
   b. LiveText portfolio tool in the School of Ed
   c. Vibe collaboration tool? John Kuiphoff suggested that some faculty in IMM are using Trello
   d. Dropbox is being used for department documents – not appropriate for confidential and FERPA protected information
      i. Training system for network security is needed; in implementation and discussion with Cabinet.
      ii. R: drive should be used instead, but not long-term archive.
   e. Need a presentation on IT Budget request process from Jeff Kerswill at our next meeting.
6. Lynda reporting – 231 users so far, which seems a bit low –handout from Jeff Kerswill
7. Qualtrics training can be provided 4-5 times a year via webinar. See [http://helpdesk.pages.tcnj.edu/qualtrics-webinar-training/](http://helpdesk.pages.tcnj.edu/qualtrics-webinar-training/). Trainings for this semester: Basic April 15th and Intermediate April 22nd.
8. New home use software web page
9. IT training – see http://helpdesk.pages.tcnj.edu/workshops/
10. IT Workshop – opportunity for presentations from different faculty. Deadline has passed, but ideas for training are possible – opportunity still exists for workshops
11. Phone system upgrade going forward; vendor meeting in December. Contract in progress. New phone system expected by the end of Summer; new phones on nearly all desks. Rolling upgrade, May-August. New voice mail system. All phones will have duplex speaker phone. Training for the system in September.
12. All student phones are being removed from dorms. Emergency phones going into all dorm hallways. Conduit piping is going in to make that possible; could be combined with wireless internet wiring.
13. Wireless installation is continuing – Armstrong, Bliss, Social Science, Music by end of summer. Pilot project wired up in Townhouses. Waiting for the access points to be added. Travers Wolfe implementation will require external consultant to review special needs due to concrete construction.
14. New network core is on campus and being hooked up over the coming months. 8x current capacity; should work for 6-7 years. This is step 1 for replacing our network infrastructure over the coming four years.
15. Sushma: print management services and student billing. PaperCut MF is the best product; will be implemented in the Library. Will be paid via GetIt card, using a debit transaction. Swipe card to release the print; this will increase security. Planned to be in place by end of summer. Will enable mobile printing – print on the go. Printing will no longer go to student billing.
16. Sushma: Blackbaord analytics reporting tools, warehouse, connection to databases. Modules: Finance, Students, and HR. Hardware has been ordered; will need to be set up. Championed by CIE – functional lead from there. More useful reports generated from this tool. Will be available in months.
17. There will be a change to faculty support for technology use in teaching and learning. ITS will be moving to the Provost’s office. Ad for Director of Instructional Design; search under way. Transformation will occur over several months. Ryan plus two other people will work in Provost’s office to improve E-learning, instructional design services. Good for the college in aligning technology to teaching and learning.