

FETC Regular Meeting

2017-04-19 10:00-11:00 AM Beatty Center Room 301

Present: Adem Ali, William Bares, Alem Teklu, David Desplaces, Zach Hartje (ex officio), Deana Caveny-Noecker (ex officio - Associate Provost), Chris Boucher,

Not present: Mark Staples (CIO), David Parisi, Gary Jackson

1. Minutes of Last Meeting

Approved

2. IT Minute (given by Zach in place of Mark Staples)

Zach – We sent out communication that we will migrate off OAKS on May 11th. We extended the outage window to 24-hours to allow for testing. We have started testing differentials between original OAKS data and new cloud-hosted copy. We previously tried to do this but had to pull out due to data center issues. They created a new data center. All testing has been successful.

Alem – Will this affect faculty?

Zach – Outage only. We are just moving location of where data is stored.

In our previous meeting we discussed bringing in an external consultation to evaluate our classroom utilization. This effort has been pushed to next fiscal year. We will be writing an RFP. Review – are we scheduling appropriately? Is technology being used at ideally a 70 – 75% utilization rate.

Adem – Will this involve faculty?

Zach – Not yet determined. Yes, we will absolutely involve at least this group.

Deanna – Who is on that group?

Zach – Deanna, you are on it. Staples, Zach,

Invites Alem to join group.

Adem – How would this team conduct their evaluation?

Zach – Work with registrar to get room data and walk to view classrooms. Collect data and run evaluation software.

Adem and Chris – What type of room usage data collection do we have?

Zach – We don't track how often faculty use Crestron, Elmo. Can track bulb usage. Each classroom has a motion sensor so we can track when rooms are in use.

We have known issues with shortages of certain sizes of classrooms. This project will provide data for future capital expenses.

Adem Ali – We know of some rooms having been outfitted with technology, but not used.

Teklu – We also have some spaces being used as storage rather than teaching.

Zach – We are planning to revise computer replacement policy, which is currently first-in, first-out. The biggest issue is that the cycle is 6-7 years and we want to reduce this time. We are also likely invite a consultant team to take a campus-wide inventory of technology. We will aim for a 4-5 year cycle. We are trying to move away from schools and departments purchasing computers. We would prefer to have all purchases done centrally through IT.

Deanna – what about equipment purchased by grants? Would department-purchased equipment be not eligible for

William – Will centralized purchasing permit specialized equipment beyond stock Dell/Apple configurations? What about upgrades and peripheral purchases?

Zach – peripherals would be department level. IT would be able to order specialized equipment. Standard machine price is \$1,200.

Chris – What is the rationale for this?

Zach – To have a better track of our inventory. P-card purchases don't post to our inventory unless department tells us.

Teklu – IT does not show us the replacement list so departments tend to take it into their own hands to replace computers.

Zach – New IT strategic initiative may create new areas one being to maintain operating systems and application software.

Zach – shared powerpoint from Mark Staples – “Digital Transformation at the College of Charleston”. Four strategic principles – personalization, automation, integration, reporting/outcomes. We will organize projects according to six broad portfolio categories such as scalability, security, among others. Our purpose is to have digital literate graduates. We will share this presentation and will engage this committee.

David D – Where are we on VOIP?

Zach – Roll out is delayed. Not this summer.

3. Faculty Technology Needs Survey (Qualtrics)

David D – We are preparing survey form in Qualtrics on IT, TLT.

In discussion with Zach, we decided to modify form so everyone gets a chance to offer suggestions even if they answer they are happy in previous question.

Decided to send one survey that asks to report separately on each class taught to avoid issue of having to fill-out and merge separate surveys by class.

We estimate time to complete the survey is five minutes. We know that Tuesday morning is the best time to send an invite to survey. We may be better to wait until third or fourth week of the fall.

I want to work with institutional research to confirm that the exported data will be in the right format.

William – Can we ask for time during department meetings?

David D- We will request departments to give us time during a faculty meeting to allow completion of the survey.

4. Curriculog – electronic curriculum system (going live Fall 2017)

Teklu – Is this different from SharePoint

Deanna – DigArc is the vendor of catalog software (Acculog). They took all of our curriculum forms and created a workflow and forms in their Curriculog system. Changes to course descriptions, pre-reqs, etc. will automatically propagate to the catalog. Gave example of issue where corrected version of form gets mixed up as it goes to Faculty Curriculum Committee.

I think SharePoint has just been used as a repository for various committees. SharePoint is not a workflow.

5. Others

Zach – The wireless network on campus

We have three SSIDs, eduroam, cofcguest, cofcsecure. Eduroam allows you to use your CofC login to use wireless network at other participating schools. We are third behind Clemson and USC for adopting. Eduroam and CofC secure are identical. We will decommission CofcSecure over the year. This month we are promoting use of Eduroam. Eduroam logins require your full username@cofc user name.

We have installed AppleTV in two rooms so far to wirelessly project from devices to projectors.

Adjourned

10:52 AM

