

## IT COMMITTEE

Minutes

Donaldson 1020 – 2/4/2016

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### Council members in attendance:

- Block, Jeff *Chair*
- Bennett, Josh
- Coon, Emmett
- Curtin, Valerie
- Miller, Candy
- Odermann, Rick
- Pate, Jessie
- Steinwand, Bryon
- Wendt, Holly *student rep*

**Recorder:** Summer Marston, Assistant to the Dean/CEO

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### Approval of Minutes from 1/21/2016

Jessie moved to approve the minutes from 1/21/2016, Bryon seconded. All approved. Summer will post on the web.

### Old Business

- *Committee will send suggested mission/goals edits to Summer, she will make changes to vote on at the next meeting.*  
Jessie sent some edits to Summer; Summer will send to the committee. Jeff asked members to review the goals and bring suggested changes to the next meeting.
- *Minutes approved. Summer will have them posted.*  
Done.
- *Summer will follow up with Chad on syllabi wording to make sure students know where to go for the type of help they need, likely for fall semester.*  
Ongoing, bring back to next meeting.
- *Rick will compile general FAQs and FAQs specifically for the bookstore.*  
Ongoing, bring back to next meeting.
- *Summer will format FAQs for printing and distribution in the bookstore, at orientation, etc.*  
Ongoing, bring back to next meeting.
- *FAQs for student orientation USBs need to be updated and sent to Barb for fall.*  
Ongoing, bring back to next meeting.
- *Rick will compile info IT has presented in the past.*  
Ongoing, bring back to the next meeting.
- *Val will work with student ambassadors and orientation leaders for orientation.*  
Student Ambassadors candidates did their presentations, and two are moving forward to meet with Dean Bingham. Once in place, they can be prepped to present at Orientation.
- *Jeff will talk to Daniel/Russ about using Mike's old office for the Computer Club.*  
Jeff discussed this with Dean Bingham who requested a proposal be written up. This would be a temporary space, would have to show clear benefit for all students, and students would not be allowed to just 'hang out' there.
- *Jeff will forward the surveys on to Mike to help decide best layout.*

Ongoing, bring back to next meeting.

- *Jeff will purchase a couple tablets for people to try.*

Waiting on some that have been shipped. Will encourage people to try each kind; there won't be a perfect option that fits everyone as some require really intense memory programs.

- *Jeff will check with Missoula regarding online cloud-based Office.*

Missoula is just beginning conversations with Microsoft, so very unknown at this time. When they have decided, HC will need to decide. Faculty/staff would be on an HC cloud, not a UM Cloud. The Cloud will enable easier collaboration with students. Jessie and Bryon discussed issues with OneDrive. HC has info on installing it, but not really help to use it. Jeff will look for FAQs for OneDrive to provide support.

### **Banner Coordinator Position**

Rick has been hired as Banner coordinator position. His old position is now open, and Jeff is working with HR to fill. He will be moving away from some of the other duties as soon as that position is filled. Moodle training will be directed towards Jessie, but helping faculty and building shells, etc., will remain IT. Jeff will contact Missoula to look into more Moodle training for Jessie.

### **Updating Office**

Office in the labs will likely be updated next fall. Jeff hasn't tested it to see how it works with DOE, etc.; plan to keep a computer with the old office available just in case there are unforeseen issues.

### **Bookstore**

Sold ASUS Transformer Books and smaller HP ProBooks, and both sold well. Had to order more. Students seem to really like them.

### **Servers**

Working to get everyone off the main server. Biggest group will be Student Affairs.