In attendance:

☒ Daniel Bingham
☐ Elizabeth Stearns-Sims
☐ Leah Martin
☒ Russ Fillner
☒ Michael Brown
☒ Tia Kelley
☒ Jennifer Schade
☒ Summer Marston
☒ Jeff Block
☒ Danny Straw
☒ Judy Siler

**SharePoint**

*Jeff Block, Danny Straw*

SharePoint 2013 is an enterprise content management system. Often used as intranet, extranets or public websites. SharePoint could replace shared network folders and public folders on Missoula’s exchange server. It is not an email server and will not replace Outlook or Exchange Servers however features such as calendar can be synchronized to outlook.

The SharePoint User interface is customizable including: branding, page design, adding or deleting web parts and customized navigation.

SharePoint comes with built in features or apps for, calendars, task lists, document libraries, InfoPath forms, wiki pages, issue tracking, and surveys. Microsoft also has an app store where third party apps are available for install and some are free.

Other server features that can be installed are:

- Office Web Apps - Microsoft Word, PowerPoint and Excel. Staff and Faculty would have the ability to edit documents from anywhere without having that software on the user’s computer.
- Project Server – A full feature project management application.
- Enterprise Search - Allows searching the SharePoint site along with existing network shared folders and will also display the My Site contents.
- My Sites – Gives each user their own personal site with apps, blog, feeds, tasks and SkyDrive.

Could be used for (was used for of Starfish implementation project management):

- Catalog – documents could be in subsite, calendar, timelines.
- Student evaluations – demo survey of evaluations. Can branch to different things from initial survey questions. Can create one as a template, duplicate, control access. Can integrate CAS (Central Authentication Server) authentication. At some point would have to query Banner and use that to integrate
into this. SharePoint can import the results to Excel for reporting. Students worry that it may not be confidential if they have to log in. SharePoint can be used in a way that doesn’t gather names and student numbers. People don’t like to do surveys that are tied to login, especially before final grades are posted. Possibly one survey, or use student info to get course list. Needs to be resolved so we can get more consistent feedback. Tia had 105 students and only received 6 surveys. Maybe create to look more external. Need students to respond for accreditation assessment tool. This won’t work unless the students do the evaluations. Perhaps employ a conditional event before they can move on. Needs to be level of security to satisfy the students’ concerns and prove its reliability to the student. Jeff and Danny will research options. Maybe make single survey for all. Maybe key code for specific surveys. Moodle has survey tool, however, not as good as SharePoint. Could be done in Starfish also. Starfish will already have the data.

- Program reviews, accessible by instructors and adjuncts.
- Curriculum changes.
- ASCAR.
- Annual assessment plans.
- Strategic planning.
- HR and recruiting, training.
- Internal documents off external website (HR, business services, etc.) Can do InfoPath forms, tie to database. Could replace fillable forms as an upgrade.

Students will have their own SharePoint site also that comes with office 365 upgrade. First semester will probably leave shut off until figure it out, but another collaboration piece that can be used for student projects, capstones, etc. in the future.

Staff/faculty SharePoint will reside on the server. The student one will be on Microsoft cloud. A lot of add on apps store. Lots are free.

Special project, such as tenure. Secure by giving only certain people rights to subsites. Perhaps, one person on each committee would have admin rights to create subsites (not from root, but could in their subsite). Old version was clunkier when came to permissions. This version can be fine-tuned with regard to lists. Lists may not even be visible to all users. Central document center where all documents are held, but only certain people have certain permission to see documents in certain areas of SharePoint. IT would have admin rights to all.

Needs to be reined in so not ending up with 10 versions in 10 different places, need to watch growth. Can’t have subsites for everything, can’t just migrate shared drive. Larger document workflows. Must be well-planned. Need good governance. SharePoint subcommittee off of IT committee, come up with policies, do training. Setup and management, planning and deploying, usually a long process. There are guidelines. IT needs to know how people are going to use it day to day, as well as how it might be used so we don’t close doors during setup. Have some project checklists for overall setup. Need to know architecture, set up, solid platform. Needs to be done right the first time.

Admin support staff (Summer, Jennifer, and one person from student services – probably Renae or maybe Amanda) work collaboratively to work with IT (Jeff and Danny will select IT participants) to develop a basic infrastructure, and bring it to leadership. Needs training so can be used by students, staff, faculty, etc. Need to build into who owners are, who has responsibility and control, Summer and IT. Group will be working through dynamics.

Need to be careful when introducing – Moodle, Starfish, and SharePoint may cause problems having everyone understand how to use. Working to keep single sign-on. CAS uses web-based authentication. SAML2 federated
Authentication is more secured, Microsoft only supports Shibboleth IdP (identity provider). Will lose NTLM authentication if integrate to authenticate with CAS and shibboleth. Everything Microsoft is built on PowerShell. Microsoft has script repositories that can be modified.

Implementation of SharePoint initially will likely be a little more work – learning the ins and outs, how to automate, creation, getting everyone on board. Having global access is huge. Not everyone is in Starfish and/or Moodle, but everyone will be in SharePoint. IT likely will integrate in steps, such as by department. Probably start with administration. Faculty may not see a need right away. Then start integrating committees.

- **Fees**
  - Russ Fillner

  Need true report to give President Engstrom. Only fees changing are nursing. Some program fees are going to courses instead, but are not new fees. Additional science labs that exist now – not a new fee, just more courses that will have that fee attached to them. What has been received in revenue over last 4 years has exceeded expenditures from fees almost universally. Not concerned about raising fees at this point. If enrollments drop off and expenses go up, may need to increase in 2 years. Some fees, like the challenge test fee, is elective and not included in discussion. Can use existing fee numbers to attach to courses for technical and sciences, but not Gen Ed. Tia, Russ, and Daniel need to discuss Gen Ed. May need additional fees for physics, geology, astronomy if expanding into pre-tech. Trade and technical will be sparse for next couple years. Look for grant funding.

  Parking fee will be raised to $15. Going to Rydin will eat some money – will have to buy device. Currently parking bringing in $10,000 off permits. Expenditures started at about half, last couple years only spent about $1500. Sitting on $38,000 at a moment. Some will go back into striping and maintenance. Will also pay for lease on land for new lot in airport campus.

  **Russ** will get a final to President Engstrom.

- **Graduation**
  - Daniel Bingham

  HHS is reserved. On stage will be two people from school district, invited speaker, three executive board members, Dean Bingham. Normally the academic dean would be up there, so maybe someone from academics acting as academic dean. The person who gives the opening prayer will be on the stage. Any Board of Regents members. **Summer** needs to order caps and gowns for the three board members and the speaker. Everyone else should have what they need. Need a report from **Elizabeth** in regards to graduation committee decisions about the speaker, details, etc. Gary has orders with maintenance to lay out carpet in lecture hall area to let it relax and remove wrinkles so will be flat. Ramp was borrowed from HHS, need to have ADA ramp.

- **Bookstore at Airport Campus**
  - Daniel Bingham

  Gary is putting numbers together for airport campus bookstore. There were a few minor modifications to the initial drawing. The general feeling is not a big deal to put in. Maybe 2nd year construction students would do building. Other projects for 2nd year construction students need to be considered (possible sidewalk around tree in front of Donaldson).
- **Spray Booth**  
  *Russ Fillner*
  
  Coming. Minor glitch with city. Considering building rather than piece of equipment. Gary and Mosaic Architecture will be meeting with senior city officials to resolve.

- **Performance Based Funding**  
  *Daniel Bingham*
  
  Meeting in Butte on April 10. Take van, Daniel needs to stay for next day. **Summer** will resend email to faculty. Share with faculty (Tia and Mike), need volunteers. Senate and union should be interested. **Summer** will reserve the van.

  Academic meeting set with faculty on April 25. Want faculty involvement. Will let them know where things sit after the April 10 meeting in Butte. **Daniel, Mike B., Tia, Mike W, Russ** will need to meet after April 10, but before faculty meeting on April 25. Concern that OCHE may know what metrics they want to measure. Hoping for some influence on how it applies to 2yr versus 4yr.

  If faculty has class, they should be in class. However, meeting at 4:00, most should be available. Some trades might be just winding up. The meeting will go on for at least an hour, so they should come even if a little late. They need to understand this can impact their programs, that things are going to change, and that they are going to be accountable. It is in their best interests to be there.

- **TAACCCT Grant – 2 year system wide**  
  *Daniel Bingham*
  
  Going after TAACCCT grant. More than likely part of consortium. Thought about applying for in past, but federal ‘agency’ that gives indirect cost rates said don’t bother sending proposals until actually given grant. Group is meeting right after leadership.

- **BOR Item Submission**
  
  Deadline coming up for BOR agenda items. Tuition and fees. Nothing in academic. Pre-pharmacy and pre-forensic in the future, have gone through ASCAR. Needs to go through BOR.

- **Program reviews**
  
  Need draft done by end of semester. Will have to go through peer review, administrative review, then to BOR. **Mike** and **Tia** need to set due dates for the initial draft (not the final form), everything wrapped up and ready to go before faculty leaves for the summer. Need to consider who is chosen as peer reviewers when they return in September.

- **Accreditation**
  
  College Council tasked out. Likely cancel March 26, requesting groups use the scheduled time to meet with their people. **Mike B** work with **Summer** to send out email.