General Technology Committee Meeting

February 18, 2019

RCB 355

11:00 am – 12:00 pm

Agenda Item 1: Meeting called to order at 11:01 pm.

Attending: (11)

Mr. Ken Wester	Mrs. Carol Adkison	Mr. Steve Milligan
Mr. Alex Manly	Mr. Clay Moore	Dr. Christine Austin
Dr. Michael Davis	Dr. Beth Gray	Mr. Wyatt Watson
Mrs. Susanne McCall	Mr. Brent Etzel	

Not Attending: (6)

Dr. Jeff Robertson	Dr. William Reeder	Dr. Loretta Cochran
Mr. Matt Pipkins	Dr. Hanna Norton	Mr. Kale Rudolph

Agenda Item 2: Review of what has happened since September 2018 meeting

Mr. Wester presented the minutes from the September 2018 minutes. Much of the discussion was a recap of the September discussion with some clarifications as this February meeting's agenda was based on refreshing the conversation.

Agenda Item 3: Discussion of creating sub-committees

Sub-Committees:

Mr. Wester began the discussion with an overview of a document dated 10/15/18 that was sent to the committee via email to continue the discussions on Sub-Committees that might be established from the main committee. There was a general discussion by the group on this topic and an agreement that such is needed, further discussion will be needed to establish chairs for these possibilities and go from there.

Committee Representation:

In a review of the September Minutes, the committee still needs to further address the population of the committee to ensure a balanced representation of the University.

Mr. Moore made a motion to recommend to EC that a student representative is added, this was seconded by **Dr. Austin**, with none opposed and so moved. **Mr. Wester** stated he would write a recommendation for review and submittal to the Executive Council to add a student representative to the standing role.

IT Survey:

Mr. Wester noted that he had been working with Dr. Austin on a general IT satisfaction survey. This survey could be modified to gather some of the information that was needed to assist in making IT longterm recommendations. **Mr. Moore** (At the close of the meeting) also suggested we consider Focus groups to get more specific first-hand comments and suggestions from (Faculty, Staff, and Students).

Agenda Item 4: Meeting Structure and Committee Members

Meeting Structure:

Mr. Wester brought back up the conversation on meeting style and times. He suggested that it may only be necessary to meet face to face around two times per year as long as a system can be introduced that allowed for a continuous dialog on the subjects within the purview of this committee. **Dr. Davis** stated he did not desire for this to be Blackboard-based and the group agreed that it needed to be something that came directly to them that also allowed easy reply and review without going to and logging into an additional system. **Mr. Wester** suggested that this was possible with a forum/listserver/discussion style information board, and he would look into some possibilities. **Mr. Moore** (at the close of the meeting) suggested looking into slack. Some members want to email, and some are ok with email if it can be distinct and separated in their mailbox. Others like the News/RSS style of delivered information.

When should these meetings be held:

Everyone agreed that it was too hard to attempt to meet monthly, **Mr. Wester** stressed though that this committee had an important job to fill a gap in how what and when the University Technology is chosen and that we need a continuous conversation with some specific deadlines to match up with budgeting and funding requests.

Agenda Item 5: Round Table

There was some discussion on some specific issues that some were having; these were discussed but assigned for further discussion with the appropriate technical staff. **Dr. Austin** and **Dr. Gray** introduced a desire for a document or web page that could provide better information on what was in each of our 180+ classrooms and conference areas. Having this list would assist them in requesting rooms through the scheduling systems and make recommendations on where their classes should be held. **Mr. Manly, Mr. Milligan, and Mr. Wester** agreed and that this resource should already be available and would work on ensuring it was accurate and available to Faculty and Staff.

Agenda Item 6. Close of Meeting – Meeting closed at 12:00 pm