

# Information Technology Committee

Meeting Minutes  
September 18, 2014  
Clement Hall Room 119

## Opening

The meeting was called to order on September 18, at 3:00pm by Chairperson Bates.

## Attendees

### Regular Committee

Mr. Reid Christenberry (*non-voting ex officio*)  
Dr. Annette Littrell (*non-voting ex officio*)  
Ms. Deb Zsigalov (*non-voting ex officio*)  
Dr. Carl Owens  
Dr. Glenn James  
Dr. Doug Bates  
Dr. Curtis Armstrong  
Mr. Rick Cumby  
Mr. Josh Edmonds  
Dr. Brian Huguenard  
Mr. Jeff Young  
Mr. Kevin Thompson  
Ms. Tammy Cobb  
Ms. Ann Hellman  
Dr. Mike Allen  
Mr. John W. Smith

Mr. Kyle Anderson

Ms. Katherine Jankowich

### Resource (non-voting)

Dr. Bobby Hodum  
Ms. Gina Heupel  
Ms. Hosi Karzai  
Mr. Jerry Boyd  
Dr. Dennis Hood

### Guests for Strategic Planning Core Team

Ms. Robin Williams

### Guests

Mr. Matt Smith (Anticipatory proxy for Mr. Jeff Young)

## Approval of Agenda

A motion to approve the agenda as distributed was made by Dr. Owens and seconded by Dr. Glenn James. Agenda approved.

## Approval of Minutes

A motion to approve the minutes of the previous meeting was made by Dr. Owens and seconded by Mr. John Smith. Minutes approved.

## Strategic Planning

Mr. Reid Christenberry recapped that since the ITC's last meeting, the core strategic planning team was convened. Two separate two-day retreats were facilitated by BerryDunn over the summer. The document created as a result, and distributed to the ITC, is a draft. The core planning team is requesting feedback from the ITC. Mr. Christenberry also discussed the next stages and what we have planned to do.

Dave Houle of BerryDunn, joining the meeting via phone, provided a high-level overview and recap of what has occurred since the ITC meeting in April. Using the preliminary information we had collected via the university-wide questionnaire, BerryDunn came on site in April and interviewed stakeholders across the university, and used that information to further develop what was collected from the questionnaire. The April meetings included a cross section of the university community. From that initial onsite visit, we developed two documents. One was the results of the fact-finding and onsite visits which identified strategic issues we wanted to consider with the IT Plan. One category of these issues was more foundational, as in items which needed to be considered prior to other efforts beginning. We identified roughly twenty-nine strategic issues. We also created what we called a strategic charter, which guided the next steps. We developed this cross-functional core team of TTU members, from different areas of the university. Taking those twenty-nine issues and working through them with the core team occurred during two two-day work sessions, during the month of June. The idea was to address the issues and consider them individually as well as within the scope of issues identified, to create the “to-do” list for the strategic plan. We worked through these to create a group of eighteen strategic initiatives, which is the draft you have in front of you now. Subsequently, we shared this back with the core team in July, and then in August we presented the draft plan to the President’s cabinet to talk primarily about the “Wow” Table and the “Wow” factors of the plan. From that, the cabinet identified the five key visible initiatives that you see in the executive summary.

ITC member Dr. Michael Allen asked if the main TTU website was a part of one of the initiatives; Reid discussed the digital hub initiative for students, but further clarified that the actual website for the university is outside the scope of this as the website is managed by our campus Communications & Marketing office. Also, at the time of the workshops in June, we were aware of the plans to overhaul the site and implement a new content management system which was completed in July. During this discussion, we were reminded that the TTU website is a primary reference and source of information for much of the campus.

The committee continued discussion regarding the primary sections which were identified by the President’s cabinet as possible priorities. Dr. Armstrong mentioned that we should remain aware that technology is a tool that can be used, and while it should be made available, some faculty can do a wonderful job without those tools. Reid concurred that we were thinking about ways to create active, engaged, learning scenarios, facilitating innovative learning through technology. Dr. Owens added that the faculty learning community, working through the Center for Teaching & Learning Excellence will be inviting faculty in teams to contribute to class transformation.

Dr. Armstrong asked if the strategic planning document would be developed to the point of more specific action items and measures of success. Reid said we would operationalize this into an annual action plan, and it would happen at that point as well.

Following the general overview of the initiatives, Mr. Christenberry mentioned that we will have focused listening groups where we can discuss these initiatives, including those targeted so far, such as staff-related, governance (faculty and student), Provost and President cabinets, Deans' individual cabinets, and students living in residence halls. Committee member Ann Hellman suggested commuter students be given the opportunity to participate as well.

We hope to have the plan finalized by the end of October. Additionally, the core team will reconvene one more time after the feedback from the campus-wide survey is collated.

## **Such Other Matters**

### *Dropbox*

Dr. Armstrong mentioned that he had received some feedback from faculty regarding blocking DropBox. Mr. Christenberry clarified that IT Services is not blocking DropBox but based on the opinion of TTU's legal counsel, our campus community should use a solution from a provider with which we have a contractual obligation so that we can comply with discovery requests, both for litigation and for open records requests. This is one reason why IT Services is preparing to launch Microsoft's OneDrive for Business, which will allow faculty and staff to access files from anywhere, as well as SharePoint, which will enable collaborations both within our campus community and with non-TTU parties.

### *Question about dual pathing for campus*

Dr. Bobby Hodum asked about this possibility. Mr. Christenberry explained we requested funding for it but did not receive it; however, he can go back and request funding again. Committee member John Smith asked for a clarification that the funding request was made at the university level. Mr. Christenberry responded that yes, it was in our budget request for this year but it was denied. Mr. Christenberry also mentioned plans to install separate verification servers offsite so that access to email and other cloud services can still occur.

### *ADA Compliance*

Dr. Michael Allan attended a meeting yesterday for the Provost regarding ADA

compliance. He noted that a student sued FSU for not providing ADA compliance. Dr. Allen further noted that the TTU website is not compliant.

*Assignment to subcommittees*

This will occur at the next meeting.

### **Adjournment**

The meeting was adjourned at 4:33pm.

*Minutes submitted by:*

*Dr. Annette Littrell  
October 6, 2014*