### UVU Academic IT Steering Committee

**February 5, 2010**

**Meeting Notes**

**Attendees:** Chad Barton, Mike Taylor, Toni Harris, Cameron Jarman, Bart Jacobs, Dave Andrus, Carlos Alarco, David Jordan, Bruce Wilson, Kevin Young, Ray Walker, Keith Mulbery, Marc Hugentobler, Ursula Sorensen, Crystal Guerra, Kyle Brown, Gustavo Curletto, Shane Rager, Laura Busby

**Guests:** Andrea Brown, Dave Tobler

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#### Report on Computer Electronics Show

Dave Andrus reported on a new device he picked up at the Computer Electronics Show. It is similar to Pano boxes. These run through terminal services through standard windows desktop. You can run 30 desktops off one computer. A drawback is that it would mess up the lab stats software count. A good place where this might be used is the Math lab for running their check-in software. It uses PS2, but they are coming out with a USB version in a few months. It costs $250. Another limitation is that it has to be on the same subnet. There are a lot of different ways to virtualize. It would be good if we could identify some things that work best with different applications.

#### Faculty Survey Questions on Training for Technology

Andrea Brown discussed the survey and said that every year IRI runs an omnibus survey for both faculty and staff and there is also one for students. Survey week will be the week of March 22. IRI is asking for help to craft the questions so we get the technology information we want. Andrea can parse out where the questions will go, whether it be faculty, staff, or faculty/staff. She can ask questions such as how they prefer to receive training (classroom or online,) what technology are they frustrated with, delivery (what, when, and where.)

**ACTION ITEM:** Ursula will send Laura the survey that they did before. Committee members should think about questions of not getting what they need or they don’t know where to go to get it; what technology are they using/what don’t they have that they would like. Marc, Ursula, Andrea, and Laura will meet to produce draft questions.

#### Windows 7 Implementation

The Technology Support Committee (TSC) is getting ready to start implementing Windows 7 on campus. Most techs have had the training. Gerald Bunker is in process of creating a campus image with Windows 7 using the 64-bit version. His target date is for the TSC March meeting to have it ready to go. It will be given to area techs with a month for the testing. If there aren’t any showstoppers it will then be given to the Computer Shop for use on the new machines. We don’t have a timeline to upgrade existing campus machines yet. There is a feature that is part of Zen–DLU (dynamic local users) that there are issues with that we have not figured out yet. We need to discuss in IT and address that. The biggest issue with Zen is that there is no systems administrator for it. We need to figure out a long term strategy. For the Student environment, we might skip the UVU tree and go right to active directory as is currently being discussed. Students can move to jump drives for storage. We would need good communication strategies to let students know about the change.

**ACTION ITEM:** Ray will get numbers on usage, what are we expecting to save/benefits and how does that decision affect any migration we are going to do. printing setup is a concern. We need feedback from student government.

#### Project Status and Information Items

Ray reported on the progress of complying with the Higher Education Reauthorization Act. The filtering is in place. We need to talk to students to educate them on this. A message was sent to students Fall semester to begin this process, which will be ongoing.

Learning Space Mashup Taskforce—There is nothing new to report.

Smart Classrooms—Seventy two rooms have been recommended for media enhancement. The priority is that they are (1) centrally scheduled rooms and (2) the size of the classroom. Deans will see the list next week. The message needs to get out that if it is money from your area or centrally funded, it is the same team that has to do all the installations. They have a very rigorous schedule to get all of these
rooms done. You may be able to purchase equipment, but it won’t be installed until the rooms on the list are done. Travis is working on list to put on the Media Services website of what these rooms will have. We only have $75,000 for maintenance and the LA classroom equipment is 7 years old. We can’t replace all of it. Travis is working on a baseline for Laura. We are looking at a standard for the computers. We may need to log in a virtual server for specialized software. This is still under discussion. In some rooms we may have a plug for the department computer and a plug for a laptop. Somehow we need to minimize the maintenance. **ACTION ITEM: Look at your area and find out what software is key for the classrooms besides the standard suite and email Laura the requirements.**

The Youtube channel is up and going with the edu having been approved. iTunes u is close to going live as well. We need to find some money for supporting podcasting in classrooms as supplemental material and to convert content to iTunes. Robert Ward will demo Flex Reg at this meeting in May. We may seriously look at Flex Reg for the credit registration as well.

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<thead>
<tr>
<th>Lab Stats Software Reports</th>
<th>This is something we need for accreditation, but also to use as and indicator when looking at budgets.</th>
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<tr>
<td><strong>Web Server Reports</strong></td>
<td>This is a request from Web Advisory Council. It is necessary to find the information that may be older and is no longer relevant. We need to know what is out there to help keep content current as well as to assist in upgrades. Ray is heading up the policy subcommittee for the Web Advisory Council. We need to know what servers are out there, decide if the content should be there, and know if it is secure. We are going to be implementing IPAM, and the firewall will shut off anything that is not in there.</td>
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<td><strong>Student Portfolio Collaboration with INFO</strong></td>
<td>There is a systems class that goes through goes through creating a system development life cycle. It is a project that students need to do in realistic setting. This semester the students are working on the student portfolio system as their project. They are working out what the requirements will be to capture student work for program measurement. There is a great need for this for the GE committee, School of Education, etc. They will be putting together some official requirements for the student portfolios. This is a great opportunity to engage with students. If anyone is interested in seeing the student presentations, Laura has a list of the dates.</td>
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<td><strong>Digital Measures Roll-Out &amp; Faculty Training</strong></td>
<td>The changes are complete and accounts are created for full time faculty. They will be sending out an email to all faculty with the log in information, etc. Laura is meeting with all the colleges and schools to discuss how this will work. Those of you in colleges and schools will have some administrative rights such as sending out passwords that have been forgotten, setting up accounts, etc. Please help faculty understand the benefits of putting their information there. We may have one-time money for faculty help for an admin to do some initial input for them. We hope to use this system for rank and tenure files, faculty plans, etc. We will schedule some trainings after department chairs for faculty. Please look at what will be the best time and format for your areas. Ursula could help with this. Also ask what reports you would want to pull from the system. We’ll talk those about next time.</td>
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<td><strong>Call for Dashboard Report Datapoints/KPI Input</strong></td>
<td>We are working on an initiative for the executives, department chairs, deans, to see key information in a dashboard format. We are putting this together for executives now. It is a graphical way to present information that they need to see such as current budgets, student enrollment, and faculty numbers. <strong>ACTION ITEM: Please go back to your areas and ask what key information they need daily, weekly, monthly that they would like to see included in a dashboard format.</strong></td>
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**NEXT MEETING**
Friday, March 5
10 a.m. to Noon
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