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MEETING MINUTES

IT COUNCIL

DATE: **OCTOBER 23, 2013**
TIME: **8:00 AM – 9:30 AM**
LOCATION: **610 UNIVERSITY HALL**
CHAIR: **KRISTI NELSON FOR NELSON VINCENT**

CALL TO ORDER

Kristi Nelson welcomed the members. Nelson Vincent is in India so Kristi chaired the meeting. The attendees each introduced themselves.

Attending: Erma Fritsche, Melinda Rhodes-DiSalvo, Bill Ball, Bob Ambach, Joe Blizzard, John Hutton, Anton Harfmann, Chris Edwards, Mark Faulkner, Jeremy Martin, Russ McMahon, Patricia Krekeler, Diana Noelcke, Jane Haneify, Kristi Nelson

Conference Call: Xuemao Wang

Apologies: Dom Ferreri, Corrie Becker, Mary Beth McGrew, Nelson Vincent

APPROVAL OF MINUTES

Kristi asked if the members had an opportunity to review the minutes and asked for a motion to accept the minutes. Mark moved to accept the minutes, Bob seconded, and the members unanimously agreed.

BUSINESS

Chris Edwards and Melinda Rhodes-DiSalvo were first on the agenda and provided an update on the eLearning Committee. There was a great first meeting with a lot of good discussion on eLearning. The chairs have added a few members to the committee so the membership is now up to 22. They discussed the eLearning framework. They also discussed the Blackboard upgrade. The first town hall is this morning. The team is working with early adopters to create training tools. There will be 80 faculty from the College of Nursing and 25 from the university at large that will serve as a pilot group using the new version this spring. They will use the training materials first. There is an effort to marry IT training with pedagogy. They will provide learning modules to help train faculty. CET&L will provide support to faculty without local IT support. Chris explained that the goal is to create chefs not cooks following a recipe in the faculty. They want them to be able to use the tool in creative ways. CET&L will continue to train faculty on all the new features over time. There is a conferencing feature that is very powerful.

Kristi brought up that we need a way to track the impact of this on enrollments, retention, student success, etc. Mark mentioned that we need analytics.

Russ brought up that Nelson had tasked him and Diana to survey the faculty on their use of Blackboard. Russ asked if they should be working with Chris and Melinda on this, Melinda said work with the CET&L. Kristi said she wanted this to be coordinated.

The handout Chris and Melinda provided on Blackboard highlights all the new features e.g. online meeting, video, Blackboard active space, etc. There is more to eLearning than just the LMS and we need to all be mindful of that.

The group created the subcommittees listed below:

- Blackboard – Probably a temporary group to be formed after the November eLearning Committee meeting
- Professional Development – Leaders Leslie Schick, CAHS and Sarah Schroeder, CECH. This committee encompasses all eLearning.
- Marketing and Communication – Leader Byran Smith, CET&L
- Online and MOOC – Leaders B.J. Zirger, LCOB and Eugene Rutz, CEAS
- eLearning Pedagogy – Leaders Ruth Benander, Blue Ash, and Dani Peterson, CECH
- Instructional Design – Leaders Matt Rota, CoN, and Sue Trakas, Clermont. This group hopes to provide a forum for all instructional designers and teach them how to be compliant.

All the subcommittees will be inviting appropriate areas to contribute. The goal is to be inclusive.

Jeremy asked if eLearning is the term versus Distance Learning. He wants to get the university communications to be consistent. There was discussion on what the correct spelling was. Industry literature has been checked and there does not seem to be any consistency. If this is the agreed format: eLearning, Jeremy will get it in the style guides. Kristi asked the member if they were all in agreement on the term and spelling eLearning and it was unanimous.

Erma then updated the committee on the IT managers. There was discussion on data and cloud storage. The group discussed the tool, Collaborate, a video capture option. There was extensive discussion on creating a standard image pre-loaded on computers as part of the Dell contract for equipment purchases. This would be an effort to solve the problem where users are unable to use an enterprise system because of their browser. The group would validate what browsers work on which systems and develop an image to be used for all UC users.

Mark mentioned that the university is in discussion with Internet II and when we can put HIPAA data in their cloud. John Hutton asked if the data owners are going to define what is compliant.

Diana provided an update on the core services and shared infrastructure committee. The group has met once. Nelson was unable to attend to provide them with their charge so the first meeting was focused on discussions of what the members felt should be their primary purpose.

Mark provided an update on the research and development committee. Pamela Baker and Mark have met to develop their first agenda. The group will have its first meeting on November 12. The HIPAA security policy status is one of their topics. The policy is through the AOC and will be going to the executive committee. John would really like this completed. The group will be reviewing a mobile policy. The data security policies need to be reviewed and possibly refreshed. A data security plan will be reviewed for feedback as well.

Pamela is concerned about gaps for ePortfolio which may overlap with the eLearning committee. Erma mentioned that an ePortfolio solution needs to connect to eDirectory. Bill said we need to stop parallel processes and make sure things connect. Bill is happy to meet with the group at any time to discuss. We want to join these things so faculty are going to one place. Mark said Pamela's first focus is on student portfolios. Kristi advised that the group should do the research and analysis and then hand this off to the eLearning committee. Please put Bill on the group temporarily for this discussion.

Action items were reviewed. Kristi asked if there was any new business or old business to cover. Xuemao Wang wanted to make sure the Library was involved with Blackboard and Erma responded that the connection had been made and that she and Melinda would be meeting to further develop it.

Kristi thanked Jane for the minutes and the notebooks.

Mark moved to adjourn.

DECISIONS

The term eLearning will be used to reference distance learning, online learning, etc.

ACTION ITEMS

- Mark reported that a meeting was held with Donna Hamilton and Jeremy to discuss a framework for support of CQ. Jeremy said both groups acknowledge that we have resource constraints on both sides. We have 600 users with 1 developer, 1 support person and a partial server support person. Chris said we need to get past looking at support and determine how we can strategically leverage this tool.

Erma advised reaching out to other IT groups to pitch in and help. She said we can talk to Penn State to see what we can borrow from them. They use CQ for their libraries area. Jeremy said 80-90 percent of the university is using the tool. Colleges not in CQ include, College of Medicine, College of Pharmacy, College of Allied Health Sciences and College of Law. The Library is coming online now. Chris recommended engaging the entire community again like it was done for the initial roll out. University Relations is the business owner. Jeremy said the public facing support comes from University Relations and the back end support comes from UCIT. They are working hard to change to a responsive design to support all devices instead of a stripped down mobile version. Bob asked for clarification on staffing. Governmental relations and university communications is represented by 2.0 FTE excluding Donna. That is 1.0 FTE communications/support (Kerry Overstake) and 1.0 development (Ben Stockwell). UCIT is represented by approximately 0.3-0.5 FTE in system support (AJ Bothe). In Donna's role as AVP of Marketing & Digital Communications, she was responsible for institutional-wide marketing and digital initiatives, many of which were Web-focused. Her replacement will likely spend less time on Web-specific initiatives and more on strategic planning of all marketing efforts.

ADJOURNMENT

Meeting adjourned at 9:00 a.m.