

TENNESSEE TECHNOLOGICAL UNIVERSITY
Information Technology Committee
Minutes, April 12, 2012

Present:

Ms. Kay Hume
Mr. Danny Reese
Dr. Annette Littrell
Dr. Paul Semmes
Ms. Brooke Brown for Dr. Carl Owens
Dr. Glenn James
Dr. Sharon Huo
Dr. Doug Bates
Dr. Doug Talbert
Mr. Josh Edmonds
Dr. Brian Huguenard
Dr. Curtis Armstrong
Mr. Kevin Thompson
Mrs. Tammy Cobb
Mrs. Bedelia Russell
Mr. Hunter Kaller for Dr. Mike Allen
Mr. John W. Smith

Absent:

Dr. Debbie Barnard
Mr. Jeff Young
Mr. Kyle Perkins
Mr. Will Nelson

Present Resource:

Mr. Jerry Boyd
Dr. Dennis Hood
Ms. Lisa Maas
Dr. Bobby Hodum

Visitor:

Ms. Tracy White

Chairperson John Smith called the meeting to order at 3:05 p.m. in the President's Conference room.

Approval of Agenda

Two items were added to the agenda.

- Description of the Technology Access Fee (TAF) approval process
- Election of the new Chairperson

Dr. Glenn James made a motion to approve the added items and the agenda. Mr. Josh Edmonds seconded the motion. Motion carried.

Approval of Minutes

Dr. Curtis Armstrong made a motion to approve the March 1, 2012, minutes. Mr. Josh Edmonds seconded the motion. Motion carried.

Description of the Technology Access Fee (TAF) Approval Process/Dr. Annette Littrell

Dr. Littrell provided a presentation on the history and the background of the Technology Access Fee (TAF) (attachment 1). The presentation included comparisons of TAF spending between our sister institutions. The need for the presentation came from a question related to how TAF funds are currently allocated.

Dr. Littrell said the TAF process starts at the end of January and the first part of February. At this time, a notice is sent out regarding TAF planning and specifications for hardware and software. Dr. Littrell said proposals are submitted by the end of March, and designated people in the departments check the submissions for completeness and specifications. After the chairpersons prioritize the proposals, they are sent to the Deans for prioritization. Dr. Littrell said that towards the end of the semester, the Information Technology subcommittee for strategic planning makes a recommendation to the Provost for the proposals that have been approved and prioritized by the chairs and the deans. Next, a notice is sent to departments who have labs that do not meet minimum specifications so they can make alternative plans. In July, the proposed TAF spending plan is sent to the Tennessee Board of Regents for their approval. In October, the TAF spending can begin and projects can be implemented.

From the presentation and ensuing discussion, an ad hoc committee was formed to research the current process for allocating funds, and providing recommendations for possible funding solutions in the future. Dr. Paul Semmes made a motion to create an ad hoc subcommittee for this purpose. Mrs. Bedelia Russell seconded the motion. Motioned carried.

Members of the ad hoc committee are:

- Dr. Curtis Armstrong
- Mrs. Bedelia Russell
- Dr. Paul Semmes
- Mr. Josh Edmonds
- Mr. Jeff Young
- Dr. Annette Littrell

Manager's Report

Dr. Littrell ran statistics on all our labs, and snapshots were made last fall of logins in a 24 hour period. Last fall, Clement Hall 313 and Johnson Hall 214 were very popular. Since last fall, however, Clement Hall 313 logins were down fifty-one percent, and Johnson Hall 214 logins down fourteen percent; however, Brown, Nursing, and Daniels labs have had an increase. The

Learning Commons logins in a 24 hour period have increased eight hundred and sixty-five percent. Dr. Littrell hypothesized that more students use the computers in the spring than they do in the fall.

Dr. Littrell also gave a report on the Pharos implementation. In January 2012, 619,000 pages were printed and 137,000 pages were saved from waste. She said only 250 students went over their printing quota: 16 students printed over 1000, 2 over 2000, and 3 over 3,700. Dr. Littrell said faculty and staff are set up in a separate group to print on Pharos. Dr. Littrell said any fees paid from printing will go back to the TAF account.

Mr. Boyd said we are waiting on the 10 Mbps Metro E circuit for the Craft Center, switches are configured and ready to go, and a completion date can be announced after we receive the circuit. Bids were sent out for wireless outdoor access points; the 802.11n access points for this coverage are on hand. Installation on the outdoor access points is expected to be completed on or before June 1, 2012.

Installation of network connections in the Tech Farm Nursery buildings has been completed. This includes the Farm House, Nursery-1, Nursery-2, and the Student House.

Mr. Boyd said he has been working with Mr. Thomson on the fiber run to Foundation Hall. The removal of the old Category 5 infrastructure that remains in buildings after the Stimulus funded network infrastructure upgrade will be removed through the use of student workers during semester breaks.

Mr. Boyd said although the Library Common main floor had four access points, four more were soon added when he found out this was not enough. Mr. Boyd said load balancing was implemented to take care of the system we have.

Dr. James asked about the poor web performance, and would this likely happen again. Ms. Maas said it was caused from a slide show, but that code had been rewritten for the slide show and hopefully it would not happen again.

Dr. Semmes asked when the Foundation Hall would be ready. Mr. Thompson said we do not have a time, but it would be soon. Renovation on TJ Farr and Tech Village should start by June 1, 2012.

Kay Hume provided a copy of the Project Request Form that each user will be required to complete for each new project request. The form will be available on the ASSG web site (http://www.tntech.edu/files/assg/Project_Request_Formv4.pdf).

Ms. Hume talked about the projects ASSG are working on.

- Banner Document image project should go live next month
- Banner and Oracle upgrades are ongoing
- Enrollment Management, CAAP should go live soon
- Building code project
- Student Analyst
- Graduate admission on the web
- Mobile project
- Interview for Student Analyst position.

Dr. Dennis Hood mentioned four items in his report:

1. Communication and Marketing is starting to evaluate new web publishing software, and we will have to maintain the servers for this project.
2. Implementation on the Electronic Medical Records should be completed in the next few weeks.
3. Continue to work on our Virtual desktop infrastructure project.
4. Working on the Disaster Recovery Site; it should be brought up by June 1st, 2012.

Other Such Matters: Dr. James made a motion to elect Dr. Doug Bates, Dean of the Library, as Chairperson for the 2012-2013 academic year. Dr. Semmes seconded the motion. Motion carried.

Dr. Huo provided an update of the ITS assessment consulting process. The consulting firm is expected to be back on campus next month and provide a full report of all the findings by June, 2012.

Mr. Thompson had a meeting with Ms. Judy Hull about the new Frontier data phones for students. Students will be able to purchase an App for the scavenger hunt for student orientation. Purchasing software licenses for student data phones will be followed up by the Coordinating Committee.

Adjourn: Mrs. Russell made a motion to adjourn the ITC meeting at 4:30 pm. Mrs. Cobb seconded the motion. Motion carried.