

University of Minnesota Morris Digital Well
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Academic Support Services Committee

Campus Governance

9-12-2014

ASSC minutes 09/12/2014

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Academic Support Services Committee, "ASSC minutes 09/12/2014" (2014). *Academic Support Services Committee*. 20.
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ASSC Minutes 9-12-2014

Present:

Sylke Boyd, Tisha Turk, Matt Johnson, Pam Gades, Saesun Kim, Emily Lewandrowski, LeAnn Dean, Jim Hall, Mike Cihak, Lisa Harris, Chris Dallager

1. Minutes 4-23-2014 were approved with a few corrections.
2. Brenda Boever, as the Director of the Office for Student Support Services, will replace Chris Dallager's position on ASSC.
3. Jim Hall spoke about the need for a review of the IT master plan for the UMM campus. The previous IT master plan was composed in May 2012, and came up with a list of recommendations for various aspects of technology strategies on campus. JH submitted the recommendation summary from 2012, a time line of the planned and completed Morris technology priorities, and a draft for discussion (see attached). JH proposed to form a team which will work on a renewal of the campus master plan, with the following characteristics:
 - a. Representative of different areas of campus
 - b. Small team
 - c. Two faculty
 - d. Representation of tech partners

The work of this group would involve open forums, affinity exercises and a few meetings. The goal would be to have a renewed master plan by February 2015. Several committee members expressed interest in participating in this group: JH, MC, LD, MJ, PG, SSK.

4. Chris Dallager presented the Technology, Access and Instruction working group report, which had been completed under his predecessor Nancy Cheeseman in May 2014. Due to the change in coordinator in Disability Services, there has not been a follow-up yet. Some discussion centered on accessibility issues for students with visual impairments, in particular screen readers, close captions and Braille availability. There are legal standards in various areas of accessibility that need to be met by campus, or the institution is vulnerable to law suits. Discussion ensued how to proceed from here? The committee arrived at the motion to endorse this report, and bring it forward to campus assembly for information. This motion was approved.

The ASSC endorses the report and will bring it forward to Campus Assembly.

5. The proposed bylaw change to include the Director of Academic Support Services as an ex-officio member on this committee is stuck in committee.
6. Reports:

LeAnn Dean, Library: There are now two empty positions in the library: a library assistant cataloguer and a position in circulation. Hiring procedures are under way. The Digital Well experienced 12561 downloads. It contains documents related to campus governance, the Center for Small Towns, University Relations, Online Journals etc. A new course reserve system has gone online, while the old e-reserve system is being retired. The charging tables are being used a lot, since students bring their own electronic

devices. The library is preparing for the Faculty Scholarship Reception, Constitution Day and a Banned Books Reading.

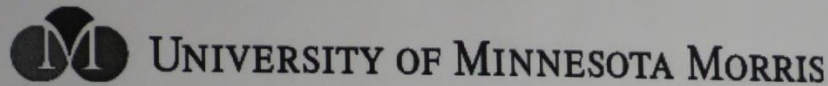
Lisa Harris, Physical Plant: There is difficulty in finding staff due to a budget cut in this department of \$173000. It affects the time for any orders to be completed. Student workers are now being hired to also clean the buildings. LD (and many others on the committee) expressed their thanks for keeping this campus functional despite the difficulty staffing situation.

Pam Gades (Instructional Media): an offer has been made for the position of an audio/visual producer. Helpdesk training is being offered at 7 am.

Jim Hall, Computing Services: The vice president of OIT will have a campus visit on October 6, with scheduled meetings with various campus interest groups between 1-3pm. ASSC is invited to attend a session with the vice president 1-2pm. A new media collaboration table is being installed on the first floor of the library. It is D-shaped, seats 6, and allows access to a large display from several laptop stations. The target date for completing the wireless coverage in the Humanities building, Camden, Indy and Spooner is end of December 2014. In spring, the library and the Dining Hall will be completed.

7. Meeting was adjourned. Next Meeting is on October 30 2014 at 8 am.

Respectfully submitted by Sylke Boyd



Morris Campus Technology Strategy

Recommendations (Summary)

5/18/2012

Jim Hall
Bryan Herrmann
Dave Swenson
LeAnn Dean
Leslie Meek
Manjari Govada
Melissa Weber
Nic McPhee
Roger Boleman
Zak Forde

The order of these recommendation sections is approximate. For example, placing educational support fourth on the list does not suggest a particular priority for supporting the educational mission of the university. Rather, the preceding sections regarding essential needs, structural needs, and resource needs will provide a foundation that will improve technology support and services for teaching and learning.

A. Essential Needs

Projects and activities that must be addressed immediately. While these are not prerequisites for other sections, the essential needs represent high priority issues, including networks, security, and web.

- I. Offer 24x7 availability of data and telecommunications networks
- II. Secure our electronic information and IT systems.
- III. Enhance University's web environment to improve communication and provide easy access to public and personalized information and services regardless of time and place

B. Structural Needs

Issues that address clarity in organization and structure, including “where do I go for help?”

- I. The technology support units should be nimble and entrepreneurial.
- II. Provide clarity to “where do I go for help?”

C. Resource Needs

This section concerns budgets and technology replacement strategies for the Morris campus.

- I. Examine funding and make strategic increases in budget allocations for technological infrastructure as well as technological utilization across campus.
- II. Implement a replacement strategy for all technology on campus.
- III. Implement technology to support and enhance UMM’s Green Campus initiatives.

D. Educational Support

Recommendations that support electronic learning, technology awareness, and research needs of the campus.

- I. Partner with campus to develop and expand electronic learning (eLearning) and mobile learning (mLearning).
- II. Increase the utilization, effectiveness, and awareness of technology.
- III. Support the evolving research needs of the campus.
- IV. Establish the Learning Commons to consolidate most-frequently-accessed technology support services in a single physical location. <see E.I.>

E. Technology Services

Items that address specific needs and campus projects, such as the Learning Commons and student printing.

- I. Establish the Learning Commons to consolidate most-frequently-accessed technology support services in a single physical location.
- II. Respond to increasing student print needs on campus.

DRAFT - FOR DISCUSSION

September X, 2014

From: IT Partners

To: 1 or 2 faculty
1 staff - Computing Services
1 staff - IMT
1 staff - Library

The Morris IT Masterplan was last updated in May, 2012. Since then, we have made significant progress toward that technology master plan. However, if we do not make plans for the future, we will remain rooted in the past; we must keep pace with the changing technology needs of our campus. We are asking for your help to address the changing technology requirements at Morris.

The charge of this Morris IT Masterplan working group is to develop and provide long-term strategic recommendations for campus technology. We envision a nimble working group that meets regularly on these topics:

- Support research and instruction
- Align to operational excellence
- Identify service offerings, capacity, and future demands
- Coordinate and align functions across units, regardless of organization or physical location
- Leverage service providers to lower cost
- Provide for flexible technology planning
- Meet University standards, policies, and best practices
- Accommodate growth

We appreciate your willingness to serve on this Morris IT Masterplan working group and thank you in advance for this important work.

DRAFT - FOR DISCUSSION

Project overview (block timeline)

Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015
Gather Information	Prioritize	Focus	Synthesize	Present to IT Partners
<ul style="list-style-type: none"> •Big Block of Cheese •hallway ideaboards •crowdsourcing •stars and dots •div chair interviews •online surveys •suggestion box •in-person tours •card brainstorming 	<ul style="list-style-type: none"> •affinity exercises •forums 	<ul style="list-style-type: none"> •meetings 	<ul style="list-style-type: none"> •meetings 	<ul style="list-style-type: none"> •IT Partners will finalize into Masterplan, due early Feb 2015
		<ul style="list-style-type: none"> •<i>checkpoint to TechPeople 11/17</i> 	<ul style="list-style-type: none"> •<i>draft to TechPeople 12/15</i> 	