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ASSC minutes 01/23/2012

Academic Support Services Committee

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Academic Support Services Committee

Monday January 23, 2012

- I. Meeting called to order at 11:00AM
 - a. Present: Jim Hall, Joe Beaver, LeAnn Dean, Matthew Johnson, Roger Boleman, Zak Forde (late), Rose Murphy, Lisa Harris, Tracy Otten, Ellis Valentiner
 - b. Absent: Sylke Boyd
 - c. Joe volunteered to take minutes if there is a fifth meeting this semester.

- II. Approval of Minutes from 11/14/11
 - a. There was unanimous approval for the minutes from the previous meeting on November 14th, 2011.

- III. Briggs Library Updates – LeAnn Dean
 - a. LeAnn gave updates on Briggs Library. Due to office changes, Library 328 (formerly Academic Assistance Room) is now open again for group study when not being used for tutoring and classes. There are four internships this spring (more than previously), which is good.
 - b. There was some discussion of the new automation system. The current automation system is waning so we are looking at the next generation of automation, called ALMA. William Straub was selected for the overall leadership group and Jayne Blodgett and LeAnn Dean were selected for sub-groups.
 - c. Morris Area Elementary 6th Graders visited the library over winter break to learn about resources Briggs has to offer. There will be a continuation of the Minnesota Theme and a Minnesota History Project Workshop was held on January 10th.
 - d. Other upcoming events at Briggs include a game night on February 10th and poetry reading by Athena Kildegaard on February 12th, sponsored by the Briggs Library Association
 - e. Camtasia is available on computers on the main floor of the library.
 - f. The library will also continue to make contributions to program reviews.

- IV. Morris Campus “Technology” Fee Guidelines Updates – Zak Forde
 - a. Zak Forde gave updates regarding the Morris Campus “Technology” Fee Guidelines. Discussion was focused on addressing changes and concerns regarding:
 - i. responsibility for upkeep/maintenance, compatibility with current systems.
 - ii. problems with purchases that deviate from approved items (e.g. different model numbers, etc.) and other accountability issues.
 - iii. consultations with appropriate campus members regarding their area of expertise.
 - b. Rose Murphy asked a question regarding signatures for approval. The concern was regarding obtaining approval from division and department heads when faculty purchases new technology. Zak Forde and Jim Hall noted that it would not be possible using GoogleForms and that another method would need to be explored. Roger Boleman raised the point that all items bought become property of the University, and the maintenance and upkeep should be

the responsibility of the department. There were overall concerns about the process for getting approval from departments, prior to approval from the Tech Fee committee. Joe suggested e-mails, Jim expressed reservations about using that process as it could result in confusion in the long term. However, forms for including department heads and division chairs will continue to be explored. Zak will meet with Roger and Jim to make sure the language of the form/process adequately addresses the concern regarding ongoing maintenance of purchased technology.

V. Instructional & Media Technologies Update – Roger Boleman

- a. Most of the updates from Roger were about staffing changes. Ramsey Bohm has been hired full-time. Ron Kubik has retired and Roger has met with Bart Finzel to discuss hiring a new Senior Communications Technician. Prairie Yard and Garden is now in its 25th season! Zak Forde asked about on-going support for WebVista and Moodle 1.9. Roger said that they are encouraging everyone to migrate to Moodle 2.0 by the summer.

VI. Computing Services Updates – Jim Hall

- a. Jim gave an update regarding the IT Strategy Project. We are refreshing the campus IT strategy. There will be some sessions on campus to interact with faculty, staff, and students to identify needs of the campus. There will be follow-up sessions if necessary. The goal is to put the strategy together by the end of the semester for the Chancellor and Vice Chancellors.
- b. Jim also gave an update about the audit from 2007. Currently we are working on the last item, the network upgrade. Dave Savela is working with the Twin Cities campus to coordinate this. Some upgrades will take place during the spring semester with the full replacement scheduled for July, including the core network devices. There is no expectation of service disruption during this time. Once the core network switch in Behmler is replaced the audit can be closed.
- c. Scott Studham has been named the new Vice President, Chief Information Officer. He will be confirmed by the regents during the first week of Feb. and will start the week after that.
- d. Zak asked a question regarding the Content Management System. Jim clarified that the Content Management System is a user-end tool that allows content to be directly managed by departments. Allows departments to edit their site, if they choose to. Otherwise Matt&Matt will still be maintaining sites. Computing Services will be working the smaller sites first and then rolling it out later this semester.

VII. Plant Services Updates – Lisa Harris

- a. There have also been major staffing changes with Plant Services. There were five retirees this past semester. Three of the positions have not been given approval for replacement. Responsibilities are going to be absorbed until positions can be approved.
- b. Duplicating is moving to a POS system. This should improve service and reduce human error.

VIII. Other

a. Zak gave a heads up about the Green Reinvestment Fund. More information coming.

IX. The meeting adjourned at 12:02PM, the next meeting will be on Feb. 24th at 8:00AM.