Amended

AGENDA

IUPUI Faculty Council Technology Committee

Monday, September 13, 2010

9:00 – 11:00 am, IT 121

Guest: Stacy Morrone (Office of the VP for IT), Tom Davis, Jerry Minger (Public Safety and Institutional Assurance),

1. Call to Order and Introductions (15 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of April 13, 2010 Meeting (5 min)
4. Chair’s Report (5 min)
5. Demonstration/discussion of IT121 (Stacy Morrone) (15 min)
6. Discussion of proposed policy on Video Surveillance (Tom Davis) (15 min)
7. Discussion of Oncourse startup (Stacy Morrone) (5 min)
8. Discussion of Testing Centers (Stacy Morrone, Garland Elmore) (15 min)
9. Discussion of future agenda (20 min)
10. Other Business (10 min)
11. Adjournment

Meeting Dates for 2010/11:

September 13, 2009 special location IT121
October 11, 2010
November 8, 2010
December 13, 2010
January 10, 2011
February 14, 2011
March 21, 2011
April 11, 2011
May 9, 2011 special location IT541

All meetings on Mondays, 9:00 – 11:00 am in UL 2115E except as noted.
AGENDA

IUPUI Faculty Council Technology Committee

Monday, October 11, 2010

9:00 – 11:00 am, UL 2115E

Guest: Stacy Morrone,

1. Call to Order and Introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of Sept. 13, 2010 Meeting (5 min)
4. Chair’s Report (5 min)
5. Update on the IUPUI Testing Centers discussion (15 min)
6. Update on the Oncourse Priorities committee retreat (15 min)
7. Discussion of future agenda (10 min)
8. Other Business (10 min)
9. Adjournment

Meeting Dates for 2010/11:

September 13, 2009 special location IT121

October 11, 2010
November 8, 2010
December 13, 2010

January 10, 2011
February 14, 2011
March 21, 2011
April 11, 2011
May 9, 2011

All meetings on Mondays, 9:00 – 11:00 am in UL 2115E except as noted.
AGENDA

IUPUI Faculty Council Technology Committee
Monday, November 8, 2010
9:00 – 11:00 am, UL 2115E

Guest: Stacy Morrone, David Lewis (University Library), Craig Stewart (Office of the VP for IT)

1. Call to Order (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of October 11, 2010 Meeting (5 min)
4. Chair’s Report (5 min)
5. Discussion of IT-03 Policy on Eligibility to use Information Technology Resources (Gavrin) (5 min)
6. Discussion of support for IT support of scholarship and research including allocation of Supercomputer time (Craig Stewart) (30 min)
7. Report and discussion of Recapturing the Scholarly Record (David Lewis) (45 Min)
8. Discussion of future agenda (10 min)
9. Other Business (10 min)
10. Adjournment

Meeting Dates for 2010/11:

September 13, 2009 special location IT121
October 11, 2010
November 8, 2010
December 13, 2010

January 10, 2011
February 14, 2011
March 21, 2011
April 11, 2011
May 9, 2011

All meetings on Mondays, 9:00 – 11:00 am in UL 2115E except as noted.
AGENDA
IUPUI Faculty Council Technology Committee
Monday, December 13, 2010
9:00 – 11:00 am, UL 2115E

Guests: Brad Wheeler (Indiana University VP for IT and CIO), Barry Walsh (Assoc. VP Enterprise Software), Brian McGough (Director, Enterprise Services), Stacy Morrone (Associate Dean, Learning Technologies), Sue Workman (Assoc. VP, Communication and Support).

1. Call to Order and Introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of November 8, 2010 Meeting (5 min)
4. Chair’s Report (5 min)
5. Discussion of Electronic Textbooks (Brad Wheeler) (45 min)
6. Mobility (Barry Walsh) (30 min)
7. Virtualization and a Potential Opportunity to Extend the Student Technology Centers (Stacy Morrone and Sue Workman) (15 min)
8. Other Business (10 min)
9. Adjournment

Meeting Dates for 2010/11:
September 13, 2009 special location IT121
October 11, 2010
November 8, 2010
December 13, 2010
January 10, 2011
February 14, 2011
March 21, 2011
April 11, 2011
May 9, 2011

All meetings on Mondays, 9:00 – 11:00 am in UL 2115E except as noted.
AGENDA

IUPUI Faculty Council Technology Committee
Monday, February 14, 2011
9:00 – 11:00 am, UL 2115E

Guests: Sue Workman (Associate Vice President, Support), IT Student Ambassadors (Kyle Bisdorf, Umesh Krishnamurthy, Nicholas Van Ogden), Advisors for the IT Student Ambassadors (Charles Rondot, Senior Advisor; Janae Cummings, Advisor)

1. Call to Order and Introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of December 13, 2010 Meeting (5 min)
4. IT Student Ambassadors (Sue Workman) (30 min)
5. Discussion of report on STF transition (Garland Elmore) (45 min)
6. Chair’s Report (5 min)
7. Discussion of future agenda (10 min)
8. Other Business (10 min)
9. Adjournment

Meeting Dates for 2010/11:

September 13, 2009 special location IT121
October 11, 2010
November 8, 2010
December 13, 2010

January 10, 2011
February 14, 2011
March 21, 2011
April 11, 2011
May 9, 2011

All meetings on Mondays, 9:00 – 11:00 am in UL 2115E except as noted.
AGENDA
IUPUI Faculty Council Technology Committee
Monday, March 21, 2011
9:00 – 11:00 am, UL 2115E

Guests: Carey Conover, Lora O’Connor, Terry Durkin, Jim Thomas, Mike Lucas, Jill Piedmont, and Duane Schau

1. Call to Order and Introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of February 14, 2011 Meeting (5 min)
4. New Research Administration Software (Carey Conover, Lora O’Connor, Terry Durkin, Jim Thomas) (15 min)
5. Discussion of PS-02: Administrative Electronic Surveillance (20 min)
6. Discussion of Telecommunication Services Changes (Garland Elmore, Mike Lucas, Jill Piedmont, and Duane Schau) (30 min)
7. Chair’s Report (5 min)
8. Discussion of future agenda (10 min)
9. Other Business (5 min)
10. Adjournment

Meeting Dates for 2010/11:
September 13, 2009 special location IT121
October 11, 2010
November 8, 2010
December 13, 2010
January 10, 2011
February 14, 2011
March 21, 2011
April 11, 2011
May 9, 2011

All meetings on Mondays, 9:00 – 11:00 am in UL 2115E except as noted.
AGENDA
IUPUI Faculty Council Technology Committee
Monday, April 11, 2011
9:00 – 11:00 am, UL 2115E

Guests: Stacy Morrone

1. Call to Order and Introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of March 21, 2011 Meeting (5 min)
4. Update on testing Center (Morrone) (20 min)
5. Retirement of original Oncourse Tests and Surveys (Morrone) (15 min)
6. Chair’s Report (5 min)
7. Discussion of next year’s agenda (15 min)
8. Other Business (5 min)
9. Adjournment

Meeting Dates for 2010/11:
September 13, 2009 special location IT121
October 11, 2010
November 8, 2010
December 13, 2010
January 10, 2011
February 14, 2011
March 21, 2011
April 11, 2011
May 9, 2011

All meetings on Mondays, 9:00 – 11:00 am in UL 2115E except as noted.
IUPUI Faculty Council Technology Committee (FCTC)
September 13, 2010

Minutes

Members Present: Mark Bannatyne, Brenda Burk, James Clack, Garland Elmore (administrative liaison), Barbara Friesth, Andrew Gavrin (chair), Barbara Gushrowshi, Hadi Kharrazi, Kathy Lay (executive committee liaison), Paula Magee, Malika Mahoui, Kimmaree Murday, Thomas Upton, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Connie Justice, Joan Kowolik, Michael Kubek, Suk-Hee Lee, Sandra Morzorati, Peter Nalin, Michele Roberts, Susan Tennant

Guests: Tom Davis, Chief Security Officer, University Information Security Office, Office of the Vice President for Information Technology and CIO; David Donaldson, Director, Learning Technology Operations, Learning Technologies, University Information Technology Services; Todd Kirk, Software Engineer, Learning Technology Operations, Learning Technologies, University Information Technology Services; Jerry Minger, University Director, Public Safety, Office of the Vice President for University Regional Affairs, Planning and Policy; Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO; Mark Russell, Campus Manager, Learning Technology Operations, Learning Technologies, University Information Technology Services

Agenda:
1. Call to Order and Introductions
2. Approval of the Agenda
3. Discussion of proposed policy on Video Surveillance (Tom Davis)
4. Demonstration/discussion of IT 121 (Stacy Morrone)
5. Discussion of Testing Centers (Stacy Morrone, Garland Elmore)
6. Review and Approval of the Minutes of April 13, 2010 Meeting
7. Chair’s Report
8. Discussion of Oncourse startup (Stacy Morrone)
9. Discussion of future agenda
10. Other Business
11. Adjournment

Materials (available on Oncourse project site in Resources):
- Draft April 13, 2010 FCTC Meeting Minutes
- Draft IUPUI Faculty Council Committee Annual Report 2009/10
- Draft Video Surveillance Policy

1. Call to Order and Introductions. The meeting was called to order at 9:02 a.m.

2. Approval of the Agenda. The order of the agenda was changed as follows: Review and approval of the minutes, Chair’s Report, Demonstration/discussion of IT 121, Discussion of proposed policy on Video Surveillance, Discussion of Oncourse startup, Discussion of Testing Centers, Discussion of future agenda. The agenda was reviewed and approved as amended.

3. Review and Approval of the Minutes. The minutes of the meeting of April 13, 2010 were reviewed and approved.

4. Chair’s Report. The October 11 agenda is not full yet. The November 8 agenda is already filling up. David Lewis will report on Recapturing the Scholarly Record. If you have agenda items, let Andrew Garvin know.

5. Demonstration/discussion of IT 121 (Stacy Morrone). Stacy Morrone, Associate Dean, Learning Technologies, provided an overview of IT 121, a new experimental classroom. IT 121 had previously been used for IT Training and Education workshops. The experimental classroom makes use of the existing furniture that was in IT 121 but is designed to support collaborative learning. New table end caps, a laptop cart, video monitors, and collaborative software have been added to the room. Stacy Morrone introduced David Donaldson, Mark Russell, and Todd Kirk, who are the key team members of the Student Technology
FCTC Meeting Minutes, 9-13-2010

6. Discussion of proposed policy on Video Surveillance (Tom Davis, Jerry Minger). Tom Davis, Chief Security Officer, University Information Security Office, Office of the Vice President for Information Technology and CIO, and Jerry Minger, University Director, Public Safety, Office of the Vice President for University Regional Affairs, Planning and Policy, reported on the draft Video Surveillance policy. The policy started as a draft in 2009 in the University Emergency Preparedness Committee. The draft video surveillance policy is undergoing the first review now. If the scope of the draft policy changes significantly, the FCTC will review the policy again. The guiding principles of the policy are personal privacy, and quality and standards in public safety. The policy should limit liability in the incorrect use of video. In addition, the policy goals are to: a) ensure IU is applying the same surveillance across all campuses, and applying privacy principles consistently across systems; b) facilitate emergency preparedness and response across the university; and c) ensure economies of scale. Tom Davis continued, saying that the policy covers university facilities, as “facilities” is defined in the policy. The FCTC discussed the draft and had some comments and questions. Does the policy apply to webcams in faculty offices, which are private spaces? Tom Davis said that webcams used for video conferencing were not, unless they were used “in a law enforcement mode” or infringed upon the privacy of others in those areas. Tom Davis said that these same stipulations would also apply for cell phones under the policy, and that they will take this question under advisement and talk with legal counsel about it. Additional concerns discussed were students’ appropriate use of cell phones and other technologies. The FCTC suggested that more than one document should be considered: e.g., separate documents governing individual use and official use. Another concern with the policy regarded using University Library surveillance systems to observe usage patterns. Another concern was about the cost of centralizing cameras for an integrated system. More suggestions for the policy were to add page numbers to the draft policy, and to provide two documents for the next iteration, a clean draft and one that shows the changes.

7. Discussion of Oncourse startup (Stacy Morrone). Stacy Morrone, Associate Dean, Learning Technologies, said that Indiana University (IU) had an uneventful start to the semester with Oncourse. IU had an all-time high for the first day at IUB and the second week at IUPUI: for the 11:00 a.m. – 2:00 p.m. timeframe, there were 250,000 web requests/5 minute periods. There was a question about when Oncourse might be compatible with the iPad. Stacy Morrone said that the Oncourse Priorities Committee is meeting in a couple of weeks and will be talking about the mobile environment. Another question was about the schedule for announcements about the renewal of Oncourse administrative rights. Stacy Morrone agreed to review the schedule and follow up.

8. Discussion of Testing Centers (Stacy Morrone). Stacy Morrone, Associate Dean, Learning Technologies, said that the IUPUI Testing Center needs to vacate next summer because the Union Building is being torn down. There are two potential spaces at IUPUI that could become multipurpose open labs and could provide reserved proctor testing. A team from IUPUI will travel to Penn State in October to learn more about their Pollock Testing Center.

9. Discussion of future agenda. Suggestions for future agenda items are: an Oncourse Priorities Committee report; testing centers; and a discussion of what direction to go in with iPhones and iPads.

10. Other Business. N/A

11. Adjournment. The meeting adjourned at 11:00 a.m.

Next Meeting: Monday, October 11, 2010, 9:00 – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Andrew Gavrin.
IUPUI Faculty Council Technology Committee (FCTC)
October 11, 2010

Minutes

Members Present: Brenda Burk, Garland Elmore (administrative liaison), Barbara Friesth, Andrew Gavrin (chair), Barbara Gushrowski, Connie Justice, Hadi Kharrazi, Joan Kowolik, Kathy Lay (executive committee liaison), Paula Magee, Malika Mahoui, Kimmaree Murday, Theresa Walsh (meeting recorder)

Members Absent: Mark Bannatyne, James Clack, Michael Kubek, Suk-Hee Lee, Sandra Morzorati, Peter Nalin, Michele Roberts, Susan Tennant, Thomas Upton, Elizabeth Whipple

Guests: Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO

Agenda:
1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of September 13, 2010 Meeting
4. Chair’s Report
5. Update on the IUPUI Testing Centers discussion (Stacy Morrone)
6. Update on the Oncourse Priorities Committee retreat (Stacy Morrone)
7. Discussion of future agenda
8. Other Business
9. Adjournment

Materials (available on Oncourse project site in Resources):
   a. Draft September 13, 2010 FCTC Meeting Minutes

1. Call to Order and Introductions. The meeting was called to order at 9:00 a.m.
2. Approval of the Agenda. The agenda was reviewed and approved.
3. Review and Approval of the Minutes. The minutes of the meeting of September 13, 2010 were reviewed and approved. The main concerns with the video surveillance policy (item 6 in the September 13, 2010 minutes) are: webcams installed in faculty offices; cell phone cameras; students’ appropriate use of cell phones and other technologies; use of cameras to observe usage patterns; and the cost of the project. For additional concerns regarding the draft video surveillance policy, contact Andrew Gavrin who will forward the information to those working on the policy. Two additional concerns brought up in the October 11 meeting are: 1) Ensure that the academic use of video (e.g. in a classroom setting for simulations and videotaping) is not being blurred in the policy; and 2) Determine what happens if something is seen with passive video surveillance that violates campus policy.
5. Update on the IUPUI Testing Centers discussion (Stacy Morrone). Stacy Morrone, Associate Dean, Learning Technologies said that the idea of multipurpose labs (spaces for proctored testing and open labs) grew out of discussions with schools as part of the student technology fee transition. The week of October 4, 2010 a team including Howard Mzumara, Director, IUPUI Testing Center and Mark Federwisch, Senior Network Systems Engineer, School of Science visited Penn State to learn about their testing center. The team is preparing a report on the technical feasibility of creating two or more multipurpose testing labs at IUPUI. The report is due to Stacy Morrone in December 2010 and will include a timeline, feedback, and associated costs.
6. Discussion of Oncourse Priorities Committee retreat (Stacy Morrone). Stacy Morrone, Associate Dean, Learning Technologies, said that the Oncourse Priorities Committee (OPC), which is composed of faculty from across Indiana University, met on Wednesday, October 6, 2010. The primary topic at the OPC retreat was the migration to the new Test and Survey tool. The gap analysis that was conducted identified key gaps between the original test and survey tool and the new tool that were prioritized by the OPC. In addition, a utility to move test items from the old tool into the new beta tool is critical. This utility needs to be in place and
working well by November 2010. The original Oncourse tool is scheduled to be retired Fall 2011. The Oncourse Priorities Committee wants to encourage faculty to use the beta test and survey tool and provide feedback. Some minor work still needs to be done on the assignments tool, but the primary focus of the Oncourse team will be with the migration to the Test and Survey tool. The OPC also discussed the inability to reply to a message in Oncourse on the iPad. Development work on that functionality is underway.

7. Discussion of future agenda. Suggestions for future agenda items are:

November 8, 2010: Recapturing the Scholarly Record (David Lewis)
Textbooks: delivering electronic textbooks to students at a reduced cost, having a license for unlimited use, having access to the material to print and to annotate. The funding would be built into the course cost as a fee. Pilot courses for the spring semester were encouraged.

December 13, 2010: Virtualization and a potential opportunity to extend the Student Technology Centers (Stacy Morrone and Sue Workman, Associate Vice President, Communication and Support)

February 14, 2011: Student use of technology spaces and collaborative spaces (IT Ambassador, UITS, University Library, student representative to the IUPUI Faculty Council)

March 21, 2011: Using the iPad in teaching and learning (Stacy Morrone)

April 11, 2011: Classroom furniture as it relates to technology (Stacy Morrone). The Node chair by Steelcase is being put in an Informatics classroom. University Library is looking at some new furniture.

The possibility for a discussion about mobility, the potential of the m.iu.edu page and process for further development with Barry Walsh, Associate Vice President, Enterprise Software, was discussed.

Send Andrew Gavrin suggestions for future agenda items.

8. Other Business. The FCTC agreed to cancel the January 10, 2011 meeting.

9. Adjournment. The meeting adjourned at 10:45 a.m.

Video Surveillance Addendum:
In addition to the concerns with the draft policy on Video Surveillance listed in the September 13, 2010 minutes of the Faculty Council Technology Committee meeting, the following concerns were discussed during the October 11, 2010 meeting:

1. Under Procedures - #4. There is no statement here about how the videos will be destroyed.
2. If an area is under surveillance for the purpose of public safety or theft deterrence and an individual is captured on the video violating a campus regulation (e.g., drinking alcohol or smoking) will that individual be pursued and punished for that act?
3. The policy only discusses video surveillance camera systems, and not the many examples of video recording equipment that exist for classroom and laboratory experiences. How will these be handled?

Next Meeting: Monday, November 8, 2010, 9:00 – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Andrew Gavrin.
Members Present: Mark Bannatyne, Brenda Burk, Garland Elmore (administrative liaison), Barbara Friesth, Andrew Gavrin (chair), Barbara Gushrowski, Connie Justice, Hadi Kharrazi, Joan Kowolik, Kathy Lay (executive committee liaison), Kimmaree Murday, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: James Clack, Michael Kubek, Suk-Hee Lee, Paula Magee, Malika Mahoui, Sandra Morzorati, Peter Nalin, Michele Roberts, Susan Tennant, Thomas Upton

Guests: David Lewis, Assistant Vice President, Digital Scholarly Communications, Office of the Vice President for Information Technology and CIO; Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO; Craig Stewart, Associate Dean, Research Technologies, Office of the Vice President for Information Technology and CIO

Agenda:
1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of October 11, 2010 Meeting
4. Chair’s Report
5. Discussion of IT-03 Policy on Eligibility to use Information Technology Resources (Andrew Gavrin)
6. Discussion of support for IT support of scholarship and research including allocation of supercomputer time (Craig Stewart)
7. Report and discussion of Recapturing the Scholarly Record (David Lewis)
8. Discussion of future agenda
9. Other Business
10. Adjournment

Materials (available on Oncourse project site in Resources):
- Draft October 11, 2010 FCTC Meeting Minutes
- Proposed Changes to Policy IT-03, Eligibility to use IT Resources
- Proposal: Optimizing use of UITS resources in support of research through a lightweight allocation process

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1. Call to Order and Introductions. The meeting was called to order at 9:00 a.m.

2. Approval of the Agenda. The agenda was reviewed and approved.

3. Review and Approval of the Minutes. The minutes of the meeting of October 11, 2010 were reviewed and approved.


5. Discussion of IT-03 Policy on Eligibility to use Information Technology Resources (Andrew Gavrin). Andrew Gavrin, chair of the FCTC, distributed the proposed changes to Policy IT-03, Eligibility to Use IT Resources, saying that Eric Cosens, Deputy Information Policy Officer, had asked him to provide a brief overview. The proposed changes would continue the benefit of using IT resources (access is generally limited to electronic mail) for spouses and domestic partners of faculty or staff who become deceased after attaining official IU retiree status. Andrew Gavrin said that Eric Cosens is asking for input from the FCTC about these proposed changes. Contact Eric Cosens directly at ecosens@iu.edu to give him feedback.

6. Discussion of support for IT support of scholarship and research including allocation of supercomputer time (Craig Stewart). Craig Stewart, Associate Dean, Research Technologies, distributed the “Proposal: Optimizing use of UITS resources in support of research through a lightweight allocation process.” The demand for supercomputers exceeds the supply. Craig Stewart said that Research Technologies wants to improve the planning for supercomputer use so that faculty and researchers may make more and better use of resources. Currently there is no mechanism for deviating from the FIFO (first in first out) process. They will make decisions on who gets resources based on faculty input. Research Technologies will help faculty and
researchers look for and apply for Department of Education and TeraGrid awards for resources outside of Indiana University. The call for proposals for large uses of resources is in the spring and will be reviewed by faculty and staff. Craig Stewart is looking for comments, input and possibly endorsement from the Faculty Council Technology Committee (FCTC). The FCTC discussed the proposal. Andrew Gavrin encouraged FCTC members to contact their colleagues who use or would use these resources. Respond directly to Craig Stewart at stewart@indiana.edu and copy the FCTC by December 6.

7. Report and discussion of Recapturing the Scholarly Record (David Lewis). In February 2009 David Lewis was appointed Assistant Vice President of Digital Scholarly Communications in the Office of the Vice President for Information Technology, in addition to his campus responsibilities as Dean of University Library at IUPUI. He provides university-wide leadership for Recommendation 12, “Recapturing the Scholarly Record,” which is described as a grand challenge in Empowering People, IU’s strategic IT plan. New models and platforms are being created to support scholarly communications and journals. Researchers may deposit a copy of their work - text or multimedia - in IU ScholarWorks, which is a university-wide service of the libraries. They also have the capacity to create open access journals. David Lewis then talked about textbooks saying that there is a distinction between print and digital. Anything available digitally may be printed. There are a variety of device dependent solutions but they are not adequate for textbooks. There are new models for electronic texts and course materials. The IU eTexts site at http://eTexts.iu.edu has a FAQ which provides information about eText models and the use of eText fees for specific courses. To provide feedback on the eText site, contact David Lewis, dlewis@iu.edu. IU is working with a company that licenses material from the textbook at 30% of the list price. A few IUB classes are currently experimenting with this. Almost any textbook may be obtained electronically. An eText fee could be used to buy the textbook at 30% of cost. They could take the material that they own, put it into Oncourse, and update the content. David Lewis and Stacy Morrone are talking to as many people as possible to raise awareness about eTexts. To use eTexts next fall, start planning now.

8. Discussion of future agenda. Send Andrew Gavrin suggestions for future agenda items.


10. Adjournment. The meeting adjourned at 10:40 a.m.

Next Meeting: Monday, December 13, 2010, 9:00 – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Andrew Gavrin.
Minutes

Members Present: Mark Bannatyne, Brenda Burk, Garland Elmore (administrative liaison), Barbara Friesth, Andrew Gavrin (chair), Barbara Gushrowski, Thomas Upton, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: James Clack, Connie Justice, Hadi Kharrazi, Joan Kowolik, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Paula Magee, Malika Mahoui, Sandra Morzorati, Kimmareae Murday, Peter Nalin, Michele Roberts, Susan Tennant

Guests: Brad Wheeler, Vice President for Information Technology and CIO, Office of the Vice President for Information Technology and CIO; Barry Walsh, Associate Vice President, Enterprise Software, Office of the Vice President for Information Technology and CIO; Brian McGough, Director, Enterprise Services, University Information Technology Services; Sue Workman, Associate Vice President, Communication and Support, Office of the Vice President for Information Technology and CIO

Agenda:
1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of November 8, 2010 Meeting
4. Chair’s Report
5. Discussion of Electronic Textbooks (Brad Wheeler)
6. Mobility (Barry Walsh and Brian McGough)
7. Virtualization and a Potential Opportunity to Extend the Student Technology Centers (Sue Workman)
8. Other Business
9. Adjournment

Materials (available on Oncourse project site in Resources):
- Draft November 8, 2010 FCTC Meeting Minutes
- IU Mobile Update

1. **Call to Order and Introductions.** The meeting was called to order at 9:10 a.m.

2. **Approval of the Agenda.** The agenda was reviewed and approved.

3. **Review and Approval of the Minutes.** The minutes of the meeting of November 8, 2010 were reviewed and approved.

4. **Chair’s Report.** No report.

5. **Discussion of Electronic Textbooks (Brad Wheeler).** Brad Wheeler, Vice President for Information Technology and CIO, said that new models for distributing digital educational resources (eText, video, problem sets, simulations, etc.) to students and faculty are being examined and implemented. Brad Wheeler shared PowerPoint slides with the Faculty Council Technology Committee (FCTC) that explained Indiana University’s (IU’s) strategy moving forward. IU has been involved in an eText pilot program for three semesters, and for Spring 2011, has seven courses that will have a required eText fee in lieu of students purchasing a textbook. IU’s eText pilot objectives are to drive down the cost of materials for students for the high quality materials of choice, while enabling new tools for teaching and learning, and shaping the terms of sustainable models that work for students, faculty, authors, and others. To see more information on eTexts, links to research studies, links to what other scholars are doing, and a FAQ, see http://etexts.iu.edu. The FCTC discussed eTexts. Andrew Gavrin encouraged FCTC members to continue to talk with their colleagues and schools about eTexts.

6. **Mobility (Barry Walsh and Brian McGough).** Barry Walsh, Associate Vice President, Enterprise Software, said that mobile is becoming required for communication with students. Barry Walsh introduced Brian McGough,
Director, Enterprise Services, who shared PowerPoint slides with the FCTC and provided a quick tour of what is new in IU Mobile. Brian McGough talked about services, staffing, goals, governance, service providers and end users. Goals for IU Mobile are to stay platform relevant, provide enhanced and new services at regular intervals, and act as the online gateway to IU services and applications. The FCTC discussed IU Mobile. It might be time to look at a more formal university-wide prioritization process. For information on IU Mobile, see http://m.iu.edu. If you have questions or comments, contact Brian McGough at bmcgough@indiana.edu.

7. Virtualization and a Potential Opportunity to Extend the Student Technology Centers (Sue Workman). Sue Workman, Associate Vice President, Communication and Support, is responsible for the Centralized Endpoint Virtualization (CEV) project. Over 98% of students have a computer and/or a device. Students go to the Student Technology Centers to access software packages, to print, or for socialization. Students need access to a space and to peripherals. Some consulting is still needed. CEV is part of a larger project that will enable the university to deliver software virtually to the student’s device, and to be deployed university-wide. If you have questions or comments, contact Sue Workman at sbworkma@indiana.edu.

8. Other Business. No other business.

9. Adjournment. The meeting adjourned at 11:08 a.m.

Next Meeting: Monday, February 14, 2010, 9:00 – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Andrew Gavrin.
IUPUI Faculty Council Technology Committee (FCTC)
February 14, 2011

Minutes

Members Present: Brenda Burk, James Clack, Garland Elmore (administrative liaison), Barbara Friesth, Andrew Gavrin (chair), Barbara Gushrowski, Hadi Kharrazi, Joan Kowolik, Malika Mahoui, Sandra Morzorati, Kimmareae Murday, Thomas Upton, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Mark Bannatyne, Connie Justice, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Paula Magee, Peter Nalin, Michele Roberts, Susan Tennant

Guests: Sue Workman, Associate Vice President, Support, Office of the Vice President for Information Technology and CIO; Kyle Bisdorf, IT Student Ambassador; Umesh Krishnamurthy, IT Student Ambassador; Nicholas Van Ogden, IT Student Ambassador; Charles Rondot, UITS; Janae Cummings, UITS; Jan Holloway, UITS

Agenda:
1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of December 13, 2010 Meeting
4. IT Student Ambassadors (Sue Workman)
5. Discussion of Report on STF Transition (Garland Elmore)
6. Chair’s Report
7. Discussion of Future Agenda
8. Other Business
9. Adjournment

Materials (available on Oncourse project site in Resources):
a. Draft December 13, 2010 FCTC Meeting Minutes
b. IT Student Ambassadors presentation and video

1. Call to Order and Introductions. The meeting was called to order at 9:00 a.m.

2. Approval of the Agenda. The agenda was reviewed and approved.

3. Review and Approval of the Minutes. The minutes of the meeting of December 13, 2010 were reviewed and approved.

4. IT Student Ambassadors (Sue Workman). Sue Workman, Associate Vice President for Support, introduced three students in the IT Student Ambassador program at IUPUI: Kyle Bisdorf, Umesh Krishnamurthy, and Nicholas Van Ogden. She also introduced the two student advisors: Chip Rondot and Janae Cummings. Action 43 of Empowering People involves students in providing information, advice, and updates to UITS about aspects of student IT use. The IT Student Ambassadors also serve as a source of student feedback on IT initiatives and programs. The IT Student Ambassador program, composed of thirty students at IUB and IUPUI, provides students with an opportunity to learn, educate, advise, and develop leadership. Janae Cummings provided a presentation and a video on the IT Student Ambassadors. For more information on the IT Student Ambassadors see ambassadors.uits.iu.edu. Contact Sue Workman at sbworkma@iu.edu.

5. Discussion of Report on STF Transition (Garland Elmore). Garland Elmore, Deputy Chief Information Officer and Dean, Information Technology, provided a historical perspective on the student technology fee. In January 2009 President Michael McRobbie, Chancellor Charles Bantz, and Vice President Brad Wheeler made the decision to transition the student technology fee from the schools to UITS. The funds were allocated to UITS in July 2009. Now at the halfway point, a report is being prepared for the IUPUI Faculty Council. The FCTC discussed what faculty would want the STF report to reflect. The recommendations included provisions for information about background and objectives; transition process; partnerships and project highlights; budget; facilities, hardware, and software; and assessment.

7. **Discussion of future agenda.** A suggestion for a future agenda item is Oncourse, especially assignments.

8. **Other Business.** No other business.

9. **Adjournment.** The meeting adjourned at 11:00 a.m.

**Next Meeting:** Monday, March 21, 2010, 9:00 – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Andrew Gavrin.
IUPUI Faculty Council Technology Committee (FCTC)
March 21, 2011

Minutes

Members Present: Mark Bannatyne, Brenda Burk, James Clack, Garland Elmore (administrative liaison), Barbara Friesth, Andrew Gavrin (chair), Barbara Gushrowski, Malika Mahoui, Michele Roberts, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Connie Justice, Hadi Kharrazi, Joan Kowolik, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Paula Magee, Sandra Morzorati, Kimmaree Murday, Peter Nalin, Susan Tennant, Thomas Upton

Guests: Carey Conover, Project Analyst, Office of Research Administration; Karen Shrode, Project Analyst, Office of Research Administration; Terry Durkin, UITS; James Thomas, Director, Enterprise Business Systems, UITS; J. Michael Lucas, Director, Telecommunication Infrastructure, UITS; Jill Piedmont, Deputy Finance Officer, UITS; Duane Schau, Director, Leveraged Support, UITS

Agenda:
1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of February 14, 2011 Meeting
4. New Research Administration Software (Carey Conover, Terry Durkin, James Thomas)
5. Discussion of PS-02: Administrative Electronic Surveillance
6. Discussion of Telecommunication Services Changes (Garland Elmore, Mike Lucas, Jill Piedmont, Duane Schau)
7. Chair’s Report
8. Discussion of Future Agenda
9. Other Business
10. Adjournment

Materials (available on Oncourse project site in Resources):
a. Draft February 14, 2011 FCTC Meeting Minutes
b. Kuali Coeus Overview PowerPoint
c. PS-02: Administrative Electronic Surveillance
d. PS-02.1 Procedures: Administrative Electronic Surveillance
e. PS-02.2 Supplemental Info: Frequently Asked Questions
f. Telecommunications Services Changes March 10, 2011 e-mail

1. Call to Order and Introductions. The meeting was called to order at 9:00 a.m.

2. Approval of the Agenda. The agenda was reviewed and approved.

3. Review and Approval of the Minutes. The minutes of the meeting of February 14, 2011 were reviewed and approved.

4. New Research Administration Software (Carey Conover, Terry Durkin, James Thomas). Carey Conover, Project Analyst, Office of Research Administration, provided an overview of the implementation of Kuali Coeus, the new Research Administration system. James Thomas, Director, Enterprise Business Systems, UITS, said that they want to improve the overall efficiency of the current system. Indiana University will use open source. Universities collaborate to build software, and everyone owns the code. There is no licensing fee. There are more than fifty Coeus schools, including MIT, Johns Hopkins, and Purdue. MIT’s Coeus has an older technology and architecture. Kuali Coeus is replicating Coeus functionality and features using standard Java development tools and a more modern architecture. The Proposal Development, Proposal Budget, and System-to-System Grants.gov functionality will go live in July 2011. Kuali Coeus should be fully implemented by the end of 2012. Jim Thomas introduced Terry Durkin, UITS, who provided details on the new system. Kuali Coeus will have a single, unified web front end bringing the Electronic Research Administration system (ERA), the Financial Information System (FIS), and Coeus (IRB) into a common interface. It will look and feel similar to the Electronic and Invoicing Center system (EPIC) with expandable and collapsible tabs. Document
storage will be within the system, attached to the project, reducing e-mail dependency. The FCTC suggested that the current system and the new system be run in parallel mode for a while. Send questions to Jim Thomas at jthomas@indiana.edu.

5. Discussion of PS-02: Administrative Electronic Surveillance. The FCTC discussed the draft policy “PS-02: Administrative Electronic Surveillance” (formerly known as “Video Surveillance”) that Tom Davis, Chief Security Officer, Public Safety and Institutional Assurance, Indiana University, sent to FCTC Chair Andrew Gavrin. The committee consensus was that the FAQ is very helpful. The separation of powers for administering the policy and the oversight is good. The suggestions for improvement of this policy were:
   - Define a video surveillance system. An administrative surveillance system is defined, but a surveillance system is not. Perhaps return to the previous name for this policy.
   - Clarify that this policy focuses on video
   - Determine if audio monitoring and recording are included
   - Determine what to exclude, e.g. biometric data, temperature controls.
Andrew Gavrin requested feedback from the FCTC by April 11, 2011.

6. Discussion of Telecommunication Services Changes (Garland Elmore, Mike Lucas, Jill Piedmont, Duane Schau). This agenda item was prompted by a March 10, 2011 e-mail that Chair Andrew Gavrin received. Garland Elmore, Deputy CIO and Dean, introduced Mike Lucas, Duane Schau and Jill Piedmont, and provided an overview about the implementation, technology and financial aspects of the telecommunication services changes. There has been a major change in the evolution of technology leading to internet protocol (IP) phones which integrate chat, video conferencing, and other messaging capabilities. There has also been a change of financial models. Approximately 314 buildings at Indiana University are being rewired over the next ten years, costing about $170 million, including the utility closet improvements. The old telephone wiring will be replaced by integrated internet wiring. Mike Lucas said that the ten-year network upgrade plan includes infrastructure. Duane Schau said that they will find efficiencies and deliver effective communications throughout the university with the least amount of disruption. Jill Piedmont said that the costs for internet (data) and phone (voice), currently separate, will become a flat assessment. The assessment will be based on fiscal year 2010 (FY10). This was agreed upon by the University Budget Office and UITS and will be effective July 1, 2011 for IUB and IUPUI. Domestic long distance is included in the bundle without additional charge. A long distance code is still required for authorization. International long distance will be billed. Unified Communications (UniCom) is included in the bundle. The UniCom model is the replacement for PBX. The choices are a USB (Windows only) or IP phone. The FCTC members were invited to lead their departments in converting early. Mike Lucas said that they will come to the departments to evaluate how they do business today, and then provide a recommendation. Mike Lucas has a team that is implementing the deployment. They are working with Duane Schau’s team to develop training for LSPs and the end user. For more information, search on UniCom on the Knowledge Base (kb.iu.edu) and also see Unicom.iu.edu. To schedule your school or department for the review, send an e-mail to commreq@iu.edu.


10. Adjournment. The meeting adjourned at 11:00 a.m.

Next Meeting: Fall 2011

Prepared by Theresa Walsh and Andrew Gavrin.
Minutes

Members Present: Mark Bannatyne, Brenda Burk, Barbara Friesth, Barbara Gushrowski, Hadi Kharrazi, Malika Mahoui, Kimmaree Murday, Michele Roberts, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: James Clack, Garland Elmore (administrative liaison), Andrew Gavrin (chair), Connie Justice, Joan Kowolik, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Paula Magee, Sandra Morzorati, Peter Nalin, Susan Tennant, Thomas Upton

Guests: Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO

Agenda:
1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of March 21, 2011 Meeting
4. Update on Testing Center (Stacy Morrone)
5. Retirement of Original Oncourse Tests and Surveys (Stacy Morrone)
6. Chair’s Report
7. Discussion of Next Year’s Agenda
8. Other Business
9. Adjournment

Materials (available on Oncourse project site in Resources):
- Draft March 21, 2011 FCTC Meeting Minutes
- IUPUI Testing Center PowerPoint
- Updates on Tests and Survey Beta and the new timeline for the Oncourse Administrator process

1. Call to Order and Introductions. The meeting was called to order at 9:00 a.m.

2. Approval of the Agenda. The agenda was reviewed and approved.

3. Review and Approval of the Minutes. The minutes of the meeting of March 21, 2011 were reviewed and approved.

4. Update on Testing Center (Stacy Morrone). Stacy Morrone, Associate Dean for Learning Technologies, used a PowerPoint presentation to provide an update on the progress in the IUPUI Testing Center facilities. In November 2010 a proposal to use existing labs for testing and open labs was given to Dawn Rhodes, vice chancellor of Finance and Administration. The campus agreed to fund the renovation work in the facilities in the School of Science (SL 070, A, B, C, and D) and Business SPEA (BS) Suite 3000 (three rooms). Work has already begun and will continue through the summer. The newly renovated facilities will be open in fall 2011. SL 070 will have 124 seats, expandable to 142 during peak times. BS 3000 will have 34 seats, expandable to 55 during peak times. The testing center rooms can be reserved for a group. Students may use Seat Finder to see if a seat is available in the testing center rooms. The FCTC suggested that lockdown browsers are needed in the testing centers. Modes for test delivery are online and paper and pencil. Proctoring is coordinated through Howard Mzumara, the director of the IUPUI Testing Center, and the School of Science. An important advantage of testing facilities is that instructional hours are freed up when scheduling tests in a testing center. Effectiveness of the testing centers will be measured by computer utilization reports, number of tests administered, number of courses using the service, exit surveys, faculty feedback, and number of faculty and schools using the testing facilities and services.

5. Retirement of Original Oncourse Tests and Surveys (Stacy Morrone). Stacy Morrone, Associate Dean for Learning Technologies, distributed an update on the Tests and Survey Beta tool in Oncourse. The current target is to have the Tests and Surveys Beta tool (to be renamed Tests) as the default tool in fall 2011. In preparation for the fall semester, it is important for all faculty who use Oncourse Tests and Surveys to begin migrating content and familiarizing themselves with the Tests tool. The Center for Teaching and Learning will
provide help to any faculty members who need assistance in using the new tool. Faculty who use specific features in Oncourse Tests and Survey not yet available in the Tests and Surveys Beta may be eligible for an exception. Requests for exceptions will be handled through consultation with teaching center staff.

*Updated Oncourse Administrator access renewal process and timeline (Stacy Morrone).* Stacy Morrone provided an update on the Oncourse Administrator access renewal process and timeline. On April 7, 2011 the first notice was sent requesting a renewal. On April 21 the second notice will be sent. On May 10 final notice requesting a renewal and notification that departmental access will be terminated will be sent. On May 17 services will be terminated. The FCTC suggested that an automated voice message be sent with the May 10 final notice.


7. *Discussion of next year’s agenda.* The FCTC suggested the following agenda items for the 2011 – 2012 year:
   - Testing center facilities’ update
   - Oncourse test tool update
   - Ongoing support for mobile technology for faculty
   - Rollout of telecommunication services changes and end user evaluation of the services
   - Video conferencing options, i.e. Adobe Connect, Office Communicator, Movi
   - Electronic textbook
   - Electronic advising, Academic Roadmap
   - Student technology fee spending and transition update
   - Virtualization of desktops

8. *Other Business.* No other business.

9. *Adjournment.* The meeting adjourned at 10:30 a.m.

**Next Meeting:** Monday, September 19, 2011, 9:00 a.m. – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Barbara Friesth.