



Technology Council Meeting Minutes

1 Meeting Logistics

Item	Description
Date	9/11/2014
Time	3:00 p.m.
Location	Fireside Conference Room

2 Attendees

Role	Name
Facilitators	Chair: Alisha Schroeder & Vice Chair: Tom Welch
Minute Taker	Carlo Dacumos
Other Participants	Carlo Dacumos, Marianne Hoppe, Greg Kegel, Will Loret, Justin Mason, Maure Murdock, Andrew Ball, Brian Simonson, Andrew Potter & William Rugg
Not in Attendance	Randy Bachmeier, Belinda Potter & Norton Pease

3 Pre-Work

- None

4 Purpose

- Provide recommendations and guidance to the Chief information Officer (CIO) on matters that relate to administrative and instructional technologies
- Assist the CIO in developing plans that provide for continuously upgraded information technologies
- Encourage and guide the campus in creating a technology-enhanced environment that effectively serves students, faculty, staff and administration

5 Desired Outcome(s)

- Collaborate with the CIO to address short- and long-term technology requirements of the University
- Oversee allocation and distribution of funds made available to the Council
- Prioritizes all technology requests based on instructional and curriculum needs, and then matches those, when possible, to budgetary resources
- Evaluate pedagogical issues associated with technology across the curriculum and investigate academic-specific technologies (hardware and software)
- To cultivate professional and productive working relationships between MSUN functional areas



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6 Agenda & Minutes

Topic	Time (minutes)	Owner	Minutes
Approval of Last Meeting's Minutes	5	All	<ul style="list-style-type: none"> • Technology Council Mtg. Minutes 012314 <ul style="list-style-type: none"> ○ Approved / Disapproved
14-15 Chair & Vice Chair Election	10	All	<ul style="list-style-type: none"> • Alisha Schroeder & Tom Welch have volunteered to serve as 2014 -2015 Chair & Vice Chair respectively
New Council Member	5	All	<ul style="list-style-type: none"> • The Technology Council welcomes Dr. Rugg as its newest member (ex officio)
Computer Fee Advisory Committee	10	All	<ul style="list-style-type: none"> • Membership structure of the Computer Fee Advisory Committee • BoR policy 940.23 requires the committee to be made up of a minimum 50% students to provide for student advice in the use of these funds • Membership structure will include <ul style="list-style-type: none"> ○ Carlo Dacumos ○ Brian Simonson ○ Randy Bachmeier ○ Tom Welch ○ Four Students (TBD) • Andrew Potter will submit names of student committee membership
Technology Council Policy Update	5	All	<ul style="list-style-type: none"> • MSUN Policy 305.2 requires updating • Review & discussion of recommended changes <ul style="list-style-type: none"> ○ Changes approved ○ Will be sent to Chancellor's Council for review & approval ○ CIO submitted draft to Core Leadership Team on 8/15/14 <ul style="list-style-type: none"> ▪ Pending final approval • Final change recommendations discussed and incorporated on 091114
Technology Equipment Upgrades (Six New Smart Classrooms & Four New Smart Carts)	5	All	<ul style="list-style-type: none"> • MBoR has approved Agenda Item 161-2817-R1113, 11/21-22/13 • Academic Deans selected the following rooms for upgrade: <ul style="list-style-type: none"> ○ Hagener 221 ○ Cowan 314** ○ Cowan 303



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			<ul style="list-style-type: none"> ○ BC 205 ○ BC 211 ○ BC 216 ● **Polycom classroom using grant funding & scheduled to be the first room upgraded ● Upgrades scheduled to begin in December 2014 ● Tentative schedule for room upgrades: <ul style="list-style-type: none"> ○ Cowan 314 – Spring 2015 ○ Cowan 303 – Summer 2015 ○ BC 205 – Summer 2015 ○ Hagener 221 – Fall 2015 ○ BC 211 – Fall 2015 ○ BC 216 – Spring 2016 ● NOTE: ITS & Contractors require unfettered access to the rooms for the entire semester or until rooms are completed (Room rescheduling will be required) ● ECD for first Smart Cart build-out is 10/15/14 ● Arlys Williams has requested that CH317 be put on the list for the next round of smart room upgrades
Library Lab Computer Upgrades	5	All	<ul style="list-style-type: none"> ● Provost requests computer upgrades in the library labs to thick clients to support expansion of the testing center <ul style="list-style-type: none"> ○ Lab A = 13 computers ○ Lab B = 13 computers ● Quoted Total Cost = \$25,892.88 ● Per MBoR Policy 940.23 <ul style="list-style-type: none"> ○ Expenditure must be reviewed by the Computer Fee Advisory Committee ○ Approved by the Board of Regents (>\$25K) ● Send to Computer Fee Advisory Committee for consideration <ul style="list-style-type: none"> ○ Approved / Disapproved
Technology Council Web Page	5	Marianne Hoppe	<ul style="list-style-type: none"> ● A Technology Council web page has been created to make Council information available to the campus community



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			<ul style="list-style-type: none"> • http://www.msun.edu/admin/committees/tech/
MSUN IT Strategic Plan (MSUNITSP)	5	CIO	<ul style="list-style-type: none"> • CIO presented the draft MSUNITSP to the Core Leadership Team for review • CIO presented the draft MSUNITSP to the Technology Council for review • Next steps: <ul style="list-style-type: none"> ○ Recommendations
MSUNITSP, Technology Governance & IT Policies Webpage	5	Marianne Hoppe	<ul style="list-style-type: none"> • ITS has created this webpage to comply with Bozeman Institutional Audit & Advisory Services findings <ul style="list-style-type: none"> ○ Enterprise Information Technology Policy Management Memo, 061314 • http://www.msun.edu/its/TechGov.aspx
Publish IT Equipment Inventory On ITS Website	5	ITS	<ul style="list-style-type: none"> • The Technology Council has requested ITS post the IT equipment inventory on our website <ul style="list-style-type: none"> ○ Labs & Classrooms only
Publish IT Software Inventory (By Location) On ITS Website	5	ITS	<ul style="list-style-type: none"> • The Technology Council has requested ITS Publish IT Software Inventory (By Location) On ITS Website <ul style="list-style-type: none"> ○ Labs & Classrooms only
Digital Signage	5	ITS	<ul style="list-style-type: none"> • Chancellor has asked ITS to research Digital Signage options for campus
Kiosks	5	ITS	<ul style="list-style-type: none"> • Chancellor has asked ITS to research kiosk options for campus
MSUN Mobile App	5	ITS	<ul style="list-style-type: none"> • Maure Murdock requested MyInfo link be added to the MSUN Mobile App
Meeting Dates & Times	5	All	<ul style="list-style-type: none"> • Determine meeting frequency, best day/time, etc. <ul style="list-style-type: none"> ○ The Council approved monthly meetings be scheduled on Thursday afternoons • Committee quorum is defined as >50% of membership
Summarize—review decisions, action items, next steps	Open	All	<ul style="list-style-type: none"> • TBD

7 Decisions

- N/A



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8 Action Items

(Describe Action Items or refer to separate action item spreadsheet)

Action Item	Owner	Due Date	Status
Document Review	All	Next Meeting	<ul style="list-style-type: none">Review draft IT Strategic Plan & Technology Council Meeting Minutes 091114 for discussion & approval

If a man does his best, what else is there?"
— *George S. Patton Jr.*