

Information Technology Committee
Minutes
Kepner 2035
November 15, 2011
3:30-4:30pm

- I. Meeting called to order at 3:36.
- II. Roll Call
 - a. Attendees: Kelly Christman, Charlie Couch, David Diggs, Priscilla Faulkner, Mark Fetkewicz, Levi Fuller, Ronna Johnston, David, Kendrick, Randall Langston, Shelly McCarty, Bret Naber, Helen Reed, Ryan Rose, Scott Schuttenberg, Paul Sharp, Tom Smith, Paul Squillace, Cody Stone
 - b. Absent: Linda Black, Charmayne Cullom, Valerie Middleton, Caroline Norton, Tod Sedbrook, Jeanie York
- III. Call for announcements or requests to change the agenda
 - a. Agenda was approved as sent out
- IV. Old Business
 - a. Scanner move from Candelaria to the University Center
 - i. Some faculty have not been happy about the move.
 - ii. Scanner was moved because it was requested to be moved out of the specialized lab it was in. It was moved to the UC because it is a central location and because IM&T has staff at the TSC who can help support the station.
- V. New Business
 - a. Qualtrics Survey Tool – Bret Naber
 - i. Worked with Kim Black, CETL and Karen Raymond to come up with a survey product that meets the campuses needs.
 - ii. Qualtrics is a replacement for the Vovici survey software we used to have.
 - iii. There seem to be two questions when looking at surveys
 1. Access to the survey tool
 2. Actually surveying the campus community
 - iv. Qualtrics is fielding some of the technical questions and some of the survey design questions which is helpful.
 - v. If you would like access to Qualtrics please go to the SupportU portal and enter a ticket. Any surveys that are over 200 people or that are going through IRB need to go through this process.
 - b. Fall Census Enrollment – Paul Sharp
 - i. The day after add/drop is the census date. It is the official reporting date for colleges and universities.
 - ii. The Fall Census report is posted on the IRAS website at www.unco.edu/iras if you would like to see it. Spring Census reports are also posted on the site as is the Common Data Set.
 - iii. The Enrollment Planning Committee is meeting weekly and are putting together a “Gold Standard” book that contains University official enrollment numbers as of Fall Census, Spring Census, Fall Final, Spring Final, Graduation Data, etc. The point is to have one central location where everyone can go to get this information.
 - iv. If you have a need for additional data or need this information broken down more, please contact the IRAS department through the SupportU portal.

- v. We use Final numbers when reporting to the State.
- vi. The Enrollment Planning Committee is setting enrollment targets and is looking to report against those targets in effort to hold ourselves accountable.
- vii. The Common Data Set is summer, fall, spring reporting data and changes as each milestone is reached (data is added).
- viii. Academic Data is fall, spring and summer semesters.
- ix. Comment was made that Communications may link to the Fall Census Report since they use that data at the beginning of the semester when they publish the move-in numbers in press releases.
- x. Question asked about Weekly Enrollment Report
 - 1. What colleges are using data for, they don't need a weekly enrollment report, but a monthly or even quarterly report would be more beneficial
 - 2. Get one report from IM&T and then a couple of days later another report from EMSA. Are their inefficiencies in the process of distributing this information?
 - a. With the two reports there are two different target populations. First report is more at macro level while the second report has admissions data added in and is more at the micro level.
 - b. IM&T would like to make the enrollment report more dynamic, so you can pull the data when you need it
- xi. Please let us know your reporting needs. Are the reports you are pulling accurate? Do you need additional reports? Please ask.
- c. Annual IM&T Survey – Ryan Rose
 - i. Question set refresh from last year.
 - ii. Comments, feedback on survey that was handed out, please send to Ryan Rose.
 - iii. Expect to have the survey out by holiday break
 - iv. How do we make sure that the survey isn't only about the Technology Freeze? We can't control that and want to get feedback that helps us with things that we can change.
 - 1. Recommendation was to ask about how the tech freeze has impacted work units ability to do their jobs. Address it up front and solicit feedback.
 - 2. Make sure to make clear that funds for classrooms are from student tech fee so responders understand that they are exempt from the technology freeze.

VI. Proposals

- a. No input into what would like to discuss in the January meeting.
- b. David Kendrick did comment that Sharepoint 10 is receiving interest at CETL.
- c. Please come prepared to discuss what priorities your representative units have in the next year. What should UNC be doing technology-wise? IM&T wants to continue to work on project planning & prioritization so we can get done those projects that mean the most to the University and so we can adequately staff for the needs of the University.
- d. Question asked about IM&T staffing – did the Staffing Plan go forward? We currently have 11 vacancies (recently lost another position). We have 5 positions that have gone forward to HR to be hired and are in the process.

VII. Announcements

- a. Windows 7 patch is coming out. Your areas will be communicated with before the patch is applied. Specialized lab coordinators will know before hand when it will be applied to your labs. This will be going on over the next 7-8 weeks.
 - b. PII Data – reminder that the blue recycle bins are not a place to put information that has PII data on it. We offer one-on-one trainings, a Skillsoft training course (search “cybersecurity”). Please call if you would like training. David Diggs mentioned that his area would be a good area for training. Probably should reach out to the masses every couple of years and do training due to turn over.
 - i. Notifications around the recycle bins may help educate people that they are not the place for PII data disposal.
 - ii. We hold Shredfest once a year for shredding of information (institutional or personal)
- VIII. Next meeting date & time
- IX. Adjourned 4:30