

2018-2019 Information Technology Committee

AGENDA

Meeting Date: Monday, Dec 10, 2018

Meeting Time: 2:00 – 3:00 p.m.

Meeting Location: HPA 1 room 335.

- **Call to Order**
- **Roll Call**
- **Approval of Minutes of *November 26, 2018***
- **Announcements and Recognition of Guests**
- **Old Business**
 - Teleconference Technology:
 - Review of updated conference rooms inventory.
 - Work towards a resolution for *Accessible Well Equipped Well Supported Conference Rooms* in main campus.
 - Navigation/Directions on Campus.
- **Other Business**
- **Adjournment**

Faculty Senate Information Technology Committee

MEETING MINUTES

Meeting Date: Monday, November 26, 2018
Meeting Time: 2:00 – 3:00 pm
Meeting Location: College of Sciences Building, Room 221

1. Call to Order

The meeting was called to order at 2:06pm.

2. Roll Call

Members in attendance: Thad Anderson, Lee Dotson, Jeannie Hahm, Joseph Harrington, Athena Hoepfner, Reid Oetjen, Sumanta Pattanaik, Matthew Rex, John Schultz, Stephanie Vie, Gregory Welch.

(Remote connection through Skype and/or Polycom was nonfunctional because of echo. So Barbara Sharanowski and Deedra Walton though tried to join the meeting were unsuccessful.)

3. Approval of Minutes of *October 22, 2018*

Minutes of October 22, 2018 were approved (after fixing the spelling mistake of Ryan Seilhamer's name).

4. Recognition of Guests

Lisa Wayte, Michael Davignon, Brian Boyd and Stephen Villiotis attended the meeting to discuss SPoI related matters.

5. Old Business

- a. Student Perception of Instruction (SPoI) – Processing Mid-Cycle or Mid-Term reports: It was felt that Mid-Term SPoI is complicated, requires system development from scratch, and has so many unknowns to resolve in this one session. The Mid Term SPoI can be handled by another resolution at a later time. Everyone agreed that at this time the provision be made to accommodate abbreviated or customized course length SPoI. All voted in favor of accepting the draft resolution "Resolution 2018-2019-X SPoI Processing" that was amended to remove lines 17-19 and lines 30-32.
- b. Teleconference Technology: The committee reviewed the Conference room inventory.
 - The members suggested some updates to the list. Some of the updates are: Barbara Ying Center conference room may not be functional anymore. Rosen College of Hospitality Dean's Conference room #231E is missing from the list. It has similar capabilities as other conference rooms in Rosen College. However, like other Rosen College conference rooms, at this time it is unknown whether that room is accessible to the larger UCF community.

Library has another conference room (#229), with facilities similar to other library conference rooms. However, none of the library conference rooms are accessible to outside of library community.

- While most of the conference rooms are equipped with a computer and the conference rooms in Trevor Colbourn Hall (TCH) has none. It is unclear who is responsible for equipping TCH conference rooms.

- The committee discussed the possibility of having conference rooms with turn-key communication systems (simply press a button and you are connected) or room with state-of-the-art communication facilities and instructions of how to use it, availability of immediate support/trouble shooting for such rooms etc... Joe Harrington suggested that we should push towards a senate resolution so that it becomes a UCF's priority for providing such facility. Sumanta Pattanaik was charged to bring a draft resolution to the next meeting for further discussion.

6. Pending Business

- a. Navigation/Directions on Campus.

7. Adjournment

The meeting was adjourned at 3:10pm.

Conference Rooms with minimum capacity of 15

Audio / Visual Equipment

Building Number	Bldg Description	Room Number	Room Area ft²	OWNER Department Code	Actual Capacity	Scheduling	Polycorn System	Cisco Voice System	Crestron Control System	Crestron Touch Panel	Projector	Large Screen Monitor	AIO Computer Display	Computer	VGA Connection	HDMI Connection	Document Camera	DVD Player	White Board	Smart Board	Notes/Comments	
OWNER ALLOWS OTHER UNITS TO SCHEDULE																						
52	Student Union - Garden Key	221	1200		24		Charge															
52	Student Union - Pensacola Board Room	222	816		18		X					X										
1	MILLICAN HALL	395E		10010000	30	AA-thru outlook	X			X		X		X	X	X	X				Provost's conference room	
0001	MILLICAN HALL	0120Y	324.00	03540000	15	Aleica Keaton Financial Aid	X			X				X				Computer				
0001	MILLICAN HALL	0209	450.00	10320000	20	Brittany Iglesias UG Studies-online Outlook Doreen Goulding COS		X				X		Laptop		X			X			
0012	MATHEMATICAL SCIENCES BUILDING	0318	686.33	24050000	18 - Conf 50	Math bldg			X	X	X			X	X		X	Computer	X3		3x Black boards	
0013	TECHNOLOGY COMMONS I	0102	555.00	09020000	40	Yasmin Brady		X	X	X	X2			X	X			Computer	X			
0013	TECHNOLOGY COMMONS I	0102B	538.00	09020000	40	Yasmin Brady		X	X	X	X2			X	X			Computer	X			
0014	HOWARD PHILLIPS HALL	0305G	379.47	24110000	25	Amie Archbold Political Science	X		X	X	X			X			X	Computer	X2			
0014	HOWARD PHILLIPS HALL	0406I	382.54	24120000	20	Shannon Cajigas Sociology	X		X	X	X			X	X		X	Computer	X2			
0014	HOWARD PHILLIPS HALL	0409A	397.22	24120000	15	Shannon Cajigas Sociology			X	X	X			X	X	X		Computer	X		Oler A/V cart in room	
0021	EDUCATIONAL COMPLEX & GYM	0305	775.00	14100000	30	Rita Mammino Ed		X	X	X	X			X	X	X	X	Computer	X		Voddio Camera system, microphones [Heavily used]	
0029	TECHNOLOGY COMMONS II	0222	363.30	24130000	15	Yasmin Brady		X	X	X	X			X	X		X	Computer	X			
0054	COLLEGE OF SCIENCES BUILDING	0221	893.31	24010000	45	Thru Outlook	X		X	X	X			X	X	X		Computer	X		Ceiling Microphones	
0075	NICHOLSON SCHOOL COMMUNICATION	0254	330.07	24040000	15	Debbie Doyle NSCM			X	X	X2			X	X			Computer	X2			
0080	HEALTH & PUBLIC AFFAIRS I	0304	730.76	18650000	27	Dan Oberbeck Criminal Justice	X		X	X		X2		X	X	X	X	Computer	X2			
0080	HEALTH & PUBLIC AFFAIRS I	0335	619.15	18100000	25	Michele Bozarth	X		X	X		X		X	X	X	X	Computer				
0090	HEALTH & PUBLIC AFFAIRS II	0247	698.47	18350000	30	Dan Oberbeck-Classroom if available	X		X	X		X		X			X	X			Cisco camera, Microphones	
0090	HEALTH & PUBLIC AFFAIRS II	0345	691.65	18200000	30	Molecular Biology			X	X	X			X	X			Computer	X		Cisco camera	
0091	ENGINEERING II	0202A	536.02	16000000	25	Cheryl Stevens		X	X	X	X			X	X	X	X	Computer	X2		Portable White Board, VHS Player, Laptop connected to Large Screen	
0091	ENGINEERING II	310		16240000	20	Liz Stavley	X					X		Surface Pro					X			
0095	BURNETT HONORS COLLEGE	0130	619.00	15100000	30	Chris Washburn BHC-with dean's approval						X		X	X			Computer	X			
0099	PSYCHOLOGY BUILDING	0101	738.00	24090000	20	Maggie			X	X	X			X	X			X				
0099	PSYCHOLOGY BUILDING	0228C	462.00	23230000	15	Meribel Herrera Philosophy-must email Michael Stawser			X2	X2	X2			X2	X2		X2	X2	X2	X2		228 B and C combined. A/Vcart, portable white board
0116	HARRIS CORP ENGINEERING CENTER	0113	645.43	16000000	32-20	Sarah Perez Eng		X	X	X	X			X			X	X	X			
0116	HARRIS CORP ENGINEERING CENTER	0356	529.57	16000000	30	Terrell Hodges Eng		X	X	X	X			X	X	X	X	X	X2			
0120	RESEARCH I	0103	435.00	00000000	27	Ernest Gemeinhart-Office of Research - Schedule within current semester only before 5pm									X	X				X	Microsoft Smart Board/Computer	
0120	RESEARCH I	0150C	357.00	00000000	25	Ernest Gemeinhart-Office of Research - Schedule within current semester only before 5pm									X	X				X	Microsoft Smart Board/Computer	
0120	RESEARCH I	0207	280.00	00000000	20	Ernest Gemeinhart-Office of Research - Schedule within current semester only before 5pm									X	X				X	Microsoft Smart Board/Computer	
0120	RESEARCH I	0233	293.00	00000000	20	Ernest Gemeinhart-Office of Research - Schedule within current semester only before 5pm									X	X				X	Microsoft Smart Board/Computer	
0120	RESEARCH I	0307	280.00	00000000	20	Ernest Gemeinhart-Office of Research - Schedule within current semester only before 5pm									X	X				X	Microsoft Smart Board/Computer	
0120	RESEARCH I	0333	293.00	00000000	20	Ernest Gemeinhart-Office of Research - Schedule within current semester only before 5pm									X	X				X	Microsoft Smart Board/Computer	
0123	TREVOR COLBOURN HALL	0102	399.00	10010000	17	CAH Scheduling Ashli Vanhorn			X	X			X			X				X		
0123	TREVOR COLBOURN HALL	0151	458.00	10010000	20	Registrar's Office - IDS			X	X			X			X				X		
0123	TREVOR COLBOURN HALL	0211	399.00	10010000	20	CAH Scheduling Ashli Vanhorn-tutoring			X	X			X			X				X		
0123	TREVOR COLBOURN HALL	0351	718.00	10010000	32	Registrar's Office - Supplemental Instr			X	X	X			X		X	X		X		Portable White Board	
0139	GLOBAL UCF	0101A	651.40	10370301	24				X	X	X			X	X	X		Computer			Main equipment rack located in	
0139	GLOBAL UCF	0101B	665.34	10370301	24				X	X	X			X	X	X		Computer			Main equipment rack located in	

016D	FACILITIES & SAFETY - D	0185	256.00	02800000	20	Utilities and Energy		X							X		X		Computer	X		
016C	FACILITIES & SAFETY - C	0167	544.00	02800000	20	Ana Santiago Facilities Operations						X										Break Room, Not a Conference Room
0001	MILLICAN HALL	0393	472.00	01010000	20	Isabel Hagan/Gloria Palacio President's Office	X see notes		X	X3		X2			X			X			X	Polycom system in Equipment closet.
0051	VISUAL ARTS BUILDING	0105	527.00	23250000	28	Janki Maraj SVAD		X				X		X	X	X		X	X	X	X	Roll away white board and butcher block paper stand in Equipment
0020	BIOLOGICAL SCIENCES BUILDING	0415	492.71	24030000	20	Samantha Mason Biological Sciences	X		X	X	X		X	X	X	X		X	X	X3		Cisco system in cabine
0011	POLK HALL	0148	184.00	03410000	15	April Konvalinka SDES Housing&Res Life																
0021	EDUCATIONAL COMPLEX & GYM	0308J	394.00	14100000	16	Deans Conf Rm Rita Mammino Ed		X*					X						X			*Cisco System is disconnected
0021	EDUCATIONAL COMPLEX & GYM	0306	510.00	14100000	14	Too Small - Diss Defenses Rita Mammino Ed		X	X	X		X		X	X	X	X	X	Computer			2x Voddio Camera
0075	NICHOLSON SCHOOL COMMUNICATION	0143D	379.06	24040000	22	Classroom & Conf Rm Debbie Doyle NSCM			X	X	X			X	X				Computer	X		
0081	BARBARA YING CENTER - CMMS	0140A	575.97	16200000	25	bld being torn down			X		X			X	X	X			Computer	X		
0098	CLASSROOM BUILDING II	0321J	503.61	16840000	18	John Gano Army ROTC- NO Response	X			X		X		X	X				Computer			TruLink for VGA/HDMI
0091	ENGINEERING II	0211P	393.84	16200000	20	Juno Pierre-No Response	X*				X									X		*Polycom is disconnected
0127	HEALTH CENTER	0206	1,250.00	03420000	28	Caryn Garcia Student Health Svc-No Response			X	X	X			X					X			