2018-2019 Information Technology Committee <u>AGENDA</u>

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

<u>Meeting Date</u>: <u>Meeting Time</u>: <u>Meeting Location</u>: Monday, November 26, 2018 2:00 – 3:00 pm 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 Hoeppner, 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. <u>Student Perception of Instruction (SPOI) Processing Mid-Cycle or Mid-Term reports</u>: 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.
- <u>Teleconference Technology</u>: 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												
uilding umber		Room	Room Area ft²	OWNER Department	Actual Capacity	Scheduling	Polycom System	Cisco Voice System	Crestron Control System	Crestron Touch Panel	Proiector	Large Screen Monitor	AIO Computer Display	Computer	VGA	HDMI Connection	Document Camera	DVD Player	White Board	Smart Board	Notes/Comments
	ALLOWS OTHER UNITS TO SCHEDULE				espendy.	j	0,000	0,000	0,000				2.0,2.1.)					1 129 51			
52	Student Union - Garden Key	221	1200		24		Charge														
52	Student Union - Pensacola Board Room	222	816		18		Х					Х									
1	MILLICAN HALL	395E		10010000	30	AA-thru outlook Aleica Keaton Financial	Х			Х		Х		Х	Х	Х	Х				Provost's conference room
001	MILLICAN HALL	0120Y	324.00	03540000	15	Aid	x				x			x				Computer			
		01201	024.00	00010000	10	Brittany Iglesias UG	^				~			Λ				Computer	-		
001	MILLICAN HALL	0209	450.00	10320000	20	Studies-online Outlook		х				х		Laptop		х			х		
						Doreen Goulding COS															
012	MATHEMATICAL SCIENCES BUILDING TECHNOLOGY COMMONS I	0318	686.33 555.00	24050000 09020000	18 -Conf 50 40	Math bldg Yasmin Brady			X	X	X	X2		X	X		Х	Computer Computer	X3		3x Black boards
	TECHNOLOGY COMMONS I	0102 0102B		09020000	40	Yasmin Brady			X	X	X	X2 X2		X	x			Computer	X		
			000.00		10	Amie Archbold Political				~	~	/. _		~	~			Computor	~		
014	HOWARD PHILLIPS HALL	0305G	379.47	24110000	25	Science	Х		х	х	х			х			х	Computer	X2		
						Shannon Cajigas															
014	HOWARD PHILLIPS HALL	04061	382.54	24120000	20	Sociology	х		Х	Х	х			х	х		х	Computer	X2		
014	HOWARD PHILLIPS HALL	0409A	397.22	24120000	15	Shannon Cajigas Sociology			×	Y	v			v	×	×		Computer	v		Oler A/V cart in room
/14	HOWARD THIELE OTALE	0403/4	351.22	24120000	15	Cociology			^	^	^			^	^	^		Computer	^		Voddio Camera system, microphone
	EDUCATIONAL COMPLEX & GYM	0305	775.00	14100000	30	Rita Mammino Ed		х	х	х	х			х	х	х	х	Computer	х		[Heavily used]
29	TECHNOLOGY COMMONS II	0222	363.30	24130000	15	Yasmin Brady			Х	Х	Х			Х	Х		Х	Computer	Х		
54	COLLEGE OF SCIENCES BUILDING	0221	893.31	24010000	45	Thru Outlook	Х		Х	х	х			Х	х	х		Computer	х		Ceiling Microphones
175	NICHOLSON SCHOOL COMMUNICATION	0254	330.07	24040000	15	Debbie Doyle NSCM Dan Oberbeck Criminal			Х	х	X2			Х	х			Computer	X2		
080	HEALTH & PUBLIC AFFAIRS I	0304	730.76	18650000	27	Justice	x		x	x		X2		x	x	x	x	Computer	¥2		
	HEALTH & PUBLIC AFFAIRS I	0335	619.15	18100000	25	Michele Bozarth	X		X	X		X		X	x	X	X	Computer	7.2		
						Dan Oberbeck-															
90	HEALTH & PUBLIC AFFAIRS II	0247	698.47	18350000	30	Classroom if available	Х		х	х		Х		Х			Х	Х			Cisco camera, Microphones
90	HEALTH & PUBLIC AFFAIRS II	0345	691.65	18200000	30	Molecular Biology			Х	Х	х			Х	х			Computer	х		Cisco camera
91	ENGINEERING II	0202A	536.02	16000000	25	Cheryl Stevens		~	~	v	~	~		~	~	~	v	Computer	¥2		Portable White Board, VHS Player, Laptop connected to Large Screen
	ENGINEERING II	310	550.0Z	16240000	20	Liz Stavley	x	^	^	^	^	x		Surface Pro	^	^	^	Computer	X	1	Laptop connected to Large Screen
					20	Chris Washburn BHC-	~					Â		oundoorro					~		
95	BURNETT HONORS COLLEGE	0130	619.00	15100000	30	with dean's approval						Х		х	х			Computer	х		
99	PSYCHOLOGY BUILDING	0101	738.00	24090000	20	Maggie			Х	х	х			Х	х			Х			
						Meribel Herrera															228 B and C combined. A/Vcart,
99	PSYCHOLOGY BUILDING	02280	462.00	23230000	15	Philosophy-must email Michael Stawser			¥2	¥2	¥2			¥2	¥2		¥2	¥2	¥2		228 B and C combined. A/vcart, portable white board
	HARRIS CORP ENGINEERING CENTER	0113	645.43	16000000	32 20	Sarah Perez Eng		x	<u>x</u>	<u>λ</u> 2 Χ	X			X	A2		<u>Λ2</u> Χ	X	X		portable write board
16	HARRIS CORP ENGINEERING CENTER	0356	529.57	16000000	30	Terrell Hodges Eng		X	X	X	X			X	х	х	~	X	X2		
						Ernest Gemeinhart-															
						Office of Research -															
						Schedule within current semester only before															
20	RESEARCH I	0103	435.00	00000000	27	5pm									x	x				×	Microsoft Smart Board/Computer
20		0100	400.00	00000000	21	Ernest Gemeinhart-									^	~			-	^	interesent sindir Board, Son pater
						Office of Research -															
						Schedule within current															
~~	RESEARCH I	0150C	357.00	00000000		semester only before															
20	RESEARCHT	01500	357.00	00000000	25	5pm Ernest Gemeinhart-									x	X			-	X	Microsoft Smart Board/Computer
						Office of Research -															
						Schedule within current															
						semester only before															
20	RESEARCH I	0207	280.00	00000000	20	5pm									х	х				х	Microsoft Smart Board/Computer
						Ernest Gemeinhart- Office of Research -															
						Schedule within current															
						semester only before															
20	RESEARCH I	0233	293.00	00000000	20	5pm									х	х				х	Microsoft Smart Board/Computer
						Ernest Gemeinhart-															
						Office of Research -													1	1	1
						Schedule within current semester only before															1
20	RESEARCH I	0307	280.00	00000000	20	5pm									x	x				×	Microsoft Smart Board/Computer
		0001	200.00	00000000	20	Ernest Gemeinhart-									^	~			-	^	iniciocon cinar bourg compater
						Office of Research -															
						Schedule within current															
00	RECEARCIU	0000	000.07	00000000		semester only before													1	L	Minner & Crust Deced/Ora
120	RESEARCH I	0333	293.00	00000000	20	5pm CAH Scheduling Ashli						┝──┤			X	X			I	х	Microsoft Smart Board/Computer
23	TREVOR COLBOURN HALL	0102	399.00	10010000	17	Vanhorn	Mercury Sys	tem	x	x			x			x			×		1
	TREVOR COLBOURN HALL	0151	458.00	10010000	20	Registrar's Office - IDS			X	X	1		X	1	1	X	1	1	x	1	l
						CAH Scheduling Ashli					l l								1	1	
											1	1	v	1	1	V	1	1	l v	1	1
23	TREVOR COLBOURN HALL	0211	399.00	10010000	20	Vanhorn-tutoring	Mercury Sys	tem	х	х			λ			^			^		
23	TREVOR COLBOURN HALL					Registrar's Office -	Mercury Sys	tem	x	X			~			~	~		<u>,</u>		Destable Milita De
23 23 23 23		0351	399.00 718.00 651.40	10010000	20 32 24	Vanhorn-tutoring Registrar's Office - Supplemental Instr	Mercury Sys	tem	x x	x x	x		^	x	v	x x	х	Computer	x		Portable White Board Main equipment rack located in

0139	GLOBAL UCF	0101C	656.65	10370301	24				Х	Х	х		1	Х	х	Х		Computer	1	1	Main equipment rack located in
0701	IN PROCESS OF GATHERING DATA SOUTH ORLANDO CAMPUS BLDG 1	0104	525.00	10700001	25				1				1				1				ļ
	DAYTONA JOINT USE FACILITY 1	0104	349.00		15																+
						Downtown Darrell															*Roll away white board. Clear 1
	UCF EXECUTIVE DEVELOPMENT CENTER ROSEN COLLEGE OF HOSPITALITY	0105 0102G	653.30 535.00	36000000 12010000	20	Johnson CBA			Х	х	х	X3		Х	Х	Х		Computer	X*	_	Microphones and Voddio Camera
	ROSEN COLLEGE OF HOSPITALITY		447.00		16																+
0903	ROSEN COLLEGE OF HOSPITALITY	0102J	447.00	12010000	16																1
	ROSEN COLLEGE OF HOSPITALITY	0221	657.00	12010000	30																
	ROSEN COLLEGE OF HOSPITALITY BURNETT BIOMEDICAL SCIENCES	231E 0103	906.00	22100000	20	СОМ															
	COLLEGE OF MEDICINE		1.061.00		15	000								1							
	BREVARD LIFELONG EDUCATION	0151		10540000	16																1
	FSEC OFFICE BUILDING	0106	830.75	20120000	30																unable to identify
	FSEC OFFICE BUILDING CTR PUB SATY/FORENSIC SIC/SECU	0210A 0209	409.21 512.13	20120000 16290000	15 16																unable to identify unable to identify
8111	CTR PUB SATY/FORENSIC SIC/SECU	0223		24070000	20																unable to identify
	PARTNERSHIP 3			20110000	15		Х				Х				х					Х	
	PARTNERSHIP 3 PARTNERSHIP 3	0301G 0301H	507.98 420.09	00000000	36 36															-	unable to access-military secured unable to access-military secured
	PARTNERSHIP 3	0320		00000000	20																unable to access-military secured
	PARTNERSHIP 3		371.36	0000000	18																unable to access-military secured
	PARTNERSHIP 3	0501	968.11	00000000	64																unable to access-military secured
	PARTNERSHIP 3 INTERNAL UNIT USE ONLY	0528	208.99	0000000	25	l			l		L	L					l				unable to access-military secured
	JOHN C. HITT LIBRARY	0127C	760.00	09010000	30	Anita Gabbard CDL															Room not found
0002	JOHN C. HITT LIBRARY	0135E	842.00	09010000	33	Anita Gabbard CDL	Х					X									0135F is large break room
0002	JOHN C. HITT LIBRARY JOHN C. HITT LIBRARY	0157 0161B	899.00 757.00	09010000	38 20	Anita Gabbard CDL Anita Gabbard CDI	x		X	X X	X2 X2	I		X	X X		x	X, and VHS	X4 X4	-	+
0002	JOHN C. HITT LIBRARY	0223	986.00	09100000	32	Raynette Kibbee LIB	^	1	x	x	X	1		X2	X		X	Computer	25 4		Microphones
						Director's Conf Room		1	1		1		1	1			1		1	1	1
0002	JOHN C. HITT LIBRARY JOHN C. HITT LIBRARY	0229 0511	702.00	09100000	30	Raynette Kibbee LIB Ravnette Kibbee LIB		<u> </u>	X	X	X			X	X	X		Computer	<u> </u>		Butcher block paper stand
0002	JUHN C. HITT LIBRARY	0511	792.00	09100000	30	,			X	X	X			X	X	X					
			338.00		Confirmed	Doreen Goulding COS															The 2 Document Cameras are on an
0012	MATHEMATICAL SCIENCES BUILDING	0213	338.00	24050000	10	Math bldg							X		X	X	X2		X4	X	A/V cart
						COMPUTER LAB															
0014	HOWARD PHILLIPS HALL	0409	441.69	24120000	17	Tamara Pullin Sociology			x	x	х			х	Х	X		Computer	X2		Ceiling microphones
0027	COUNSELING & PSYCHOLOGICAL SERVICES	0115F	452.00	03210001	25	Letica Bedaw CAPS- therapy groups		~				~		~					~		
0027	COUNSELING & PSYCHOLOGICAL SERVICES	UTIOF	452.00	03210001	20	Amy Perry CREOL-		×				^		×					^		+
0053	CREOL BUILDING	0104	215.07	20130000	16	deans															
0082	JAY BERGMAN FIELD		886.00		45																Baseball team meeting room, not
0082	JAY BERGMAN FIELD COLLEGE OF ARTS & HUMANITIES	0102	886.00	73010000	45 25	Intercol Athletics Deans Conf Room		Y				X X		Y	Y	Y		Computer			conference room Camera
0093	TEACHING ACADEMY	0420B	648.00	14100000	19	D'Ann Rawlinson ED	х	X		X2		^	х	X	X	^		Computer	X2	x	Cantera
0098	CLASSROOM BUILDING II	0129	1,235.57	16840000	83	Classroom			Х	Х	Х			Х	Х	Х	Х	Computer	Х		
0101		0125	1,296.00	03410301	50	Student Housing		Х	v	Y	v	Х		V	V	v		Computer	X2		Pooms A. B. and C. can be combined
0126	FAIRWINDS ALUMNI CENTER	0101A	1,490.00	55010000	107	Fee Based			X	^ X	X			X	X	^ X		× X			Rooms A, B, and C can be combined
0126	FAIRWINDS ALUMNI CENTER	0101C	1,490.00	55010000	107				Х	Х	Х			Х	Х	Х		Х			
0126	FAIRWINDS ALUMNI CENTER	0201	716.00	55010000	30	Fee Based	Х	X			Х	X		Х	Х	Х		Computer			
0125	SOFTBALL STADIUM PUBLIC SAFETY BUILDING	0109	370.00	73010000	15 21	Intercollegiate Athletics UCF PD		X	x	x	x	^		X	x			Computer	x		Director's Office and Conference
0150	PUBLIC SAFETY BUILDING	0316	491.35	02300000	49	UCF PD			X	X	X	x		X	X			Computer	X		<u>†</u>
0150	PUBLIC SAFETY BUILDING	0316A	492.14	02300000	49	UCF PD			X	X	Х	X		X	X			Computer	X		
0121	PHYSICAL SCIENCES BUILDING	0248	384.00	24060000	23	Miriam Beckles chemistry			1		×		1	×	x				X4	1	
						onormou y	-	1	1		î.	1	1	<u>^</u>	· ·		1		~~	1	+
0541	ARTS & HUMANITIES ANNEX	0102	860.00	23010000	20	training room/classroom					х			X							
0123	TREVOR COLBOURN HALL	0358B	647.00	23060000	30	CAH Scheduling Ashli Vanhorn			~	~	~			v		~	~				
0123	TREVOR GOLBOURN HALL	03068	047.00	23000000	30	Caryn Garcia Student			^	^	^			^		^	^		1	-	+
0127	HEALTH CENTER	0309A	311.00	03420000	15	Health Svc		x		x		x							x		
0121	PHYSICAL SCIENCES BUILDING	0160	569.39	24080000	21	Nikitta Campbell Physics			X	X	X		X	X	X	X	X	Computer	X2		Microphones in 160 and 161
0121	PHYSICAL SCIENCES BUILDING	0161	570.94	24080000	21	Nikitta Campbell Physics			x	x	x		x	x	x	х	x	Computer	X2	1	160 and 161 combined into 1 room
								1	1		1		1	1			1		1	1	1
0121	PHYSICAL SCIENCES BUILDING	0433	246.89	24080000	15	Nikitta Campbell Physics	L		х	X	х	I	ļ	X	X			Computer	x		<u> </u>
0099	PSYCHOLOGY BUILDING	0301C	513.00	24090001	34	Donna Lucas Psychology			x	x	x		1	x	x	x	1	Computer	×	1	Voddio Cameras
						Donna Lucas					[1	1					1		
0099	PSYCHOLOGY BUILDING	0301Q	730.00	24090001	49	Psychology		L	X	X	х	L	I	X	X	X		Computer	x		Voddio Cameras
0091	ENGINEERING II	0312L	396.67	16240000	20	Liz Stavley		X				X		Laptop		X	1		×		Coiling Microphones and come
0045	BUSINESS ADMINISTRATION I	0230A	670.00	13100000	40	Cindy Padilla CBA	х		1				x	1					x		Ceiling Microphones and camera system
0045	BUSINESS ADMINISTRATION I	0234	412.00	13100000	22	Cindy Padilla CBA				X		X2			X	X			Ĺ		2x Voddio Camera, Microphones
0045		0235	412.00			0.10		1					1								This room is the equipment closet for 0234
0045	BUSINESS ADMINISTRATION I BUSINESS ADMINISTRATION II	0235 0102A	412.00	13100000 13100001	22 20	Cindy Padilla CBA Cindy Padilla CBA			X					X				Computer			0234
016D	FACILITIES & SAFETY - D	0102A	110.00		39	Cubicles Now	-	1	1		X*	1	1	1			1		1	1	*Work area, projector disconected
							•	•		•	•	•	•	•	•	•	•	•			

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