2018-2019 Information Technology Committee

AGENDA

Meeting Date: Monday, Nov 26, 2018

Meeting Time: 2:00 – 3:00 p.m.

Meeting Location: CSB 221

- **Call to Order**
- **Roll Call**
- **Approval of Minutes of** *October 22, 2018*
- **Announcements and Recognition of Guests**
- **Old Business**
    - Teleconference Technology:
        - Review of main campus conference rooms inventory. (list attached)
    - Student Perception of Instruction (SPoI) – Processing Mid-Cycle or Mid-Term reports.
        - Face to face discussion with IT representative(s) in-charge of SPoI processing, Registrar.
        - Signing a resolution for *Student Perception of Instruction Administration Period*
    - Navigation/Directions on Campus.
- **Other Business**
- **Adjournment**
- **Guests:**
    - Lisa Wayte, Michael Davignon, Brian Boyd

Faculty Senate
Information Technology Committee

MEETING MINUTES

<u>Meeting Date</u>:	Monday, October 22, 2018
<u>Meeting Time</u>:	2:00 – 3:00 pm
<u>Meeting Location</u>:	College of Sciences Building, Room 221

1. Call to Order

The meeting was called to order at 2:00 pm. Athena Hoeppner volunteered to take the minutes.

2. Roll Call

Members in attendance: Thad Anderson, Lee Dotson, Jeannie Hahm, Tameca Harris-Jackson, Athena Hoeppner, Reid Oetjen, Sumanta Pattanaik, Matthew Rex, Barbara Sharanowski, Stephanie Vie, Deedra Walton, Michael Sink.

Ex officio member in attendance: Michael Sink.

3. Approval of Minutes
Minutes of October 08, 2018 was Approved

4. Announcements and Recognition of Guests
No announcements. No guests.

5. Old Business
α. Teleconference Technology: Identify the key conference rooms in campus to equip with up-to-date telecom technology and explore the possibility of submitting an exceptional funding request to University Budget Committee. ("Key" being having capacity of 15 ppl or more.)
  i. Identify and take an inventory of the key conference rooms
  ii. Calculate needed budget to bring rooms up to base level of supporting web conferencing.
  iii. Make special budget request for funds.
  iv. Discussion:
    a) There are no PCs in Trevor Coulbourne conference rooms. Have been told the rooms are University spaces, not department rooms. If so, then university needs to support the rooms. They have screens, but no computers, speakers… Need computers, etc.
    b) General purpose rooms for the university must have some check-in/scheduling. We could find out which ones are most used.
    c) Some rooms have PCs behind the screens. May need wireless keyboard and mouse.
    d) Have talked about BYOD.
    e) Need to disseminate info about how to use the rooms down to the users of the room. Each dept unit should have access to at least one web meeting enabled.

      φ) Can do Qualtrics survey to ask about the conference rooms. Christy Collier in Space and Planning may have the most info and know who to contact. Who should we ask? What should we ask?

          1. Need to frame the survey purpose so participants know that we are NOT trying to use/take their rooms
          2. How many rooms that can fit xx many?
          3. Open for sharing outside of the department?
          4. How many equipped with screens. Projector. Large screen TV. PC. Connectors for laptop. Speakers. Microphone. Polycom. Control panel. 360/widescreen view equipment.
          5. How often are the rooms used?
          6. Does it meet the dept needs?
          7. Are their need gaps?

6. Pending Business

α. Navigation/Directions on Campus.
   i. UCF mobile app is difficult to use. They may have future enhancements planned. Enhancements could include new ways to display the information, listing popular services, and additional ways to describe the sites. Potential enhancements:
   ii. Having a link from Canvas to app for directions to classes.
   iii. From context of service web pages link into app (i.e financial aid).
   iv. Beacon technology – is there demand?
   v. Google Maps may be an option and has a development environment. May be good to ask Ryan Cellhiemer (?) to attend an ITC meeting next meeting (26 November).
   vi. 5g bandwidth for smart cities. There are batteries that last 4 years.

b. Student Perception of Instruction (SPoI) – Processing Mid-Cycle or Mid-Term reports.
   i. Scheduling mid-cycle and mid-terms reports can be coordinated with the Registrar. They can add an additional cycle mid-term. Brian Boyd and Tom Cavanaugh. We will await confirmation from Brian Boyd.

c. Unify multiple "worklists" in PeopleSoft and other systems.
   i. There are multiple systems with different worklists. HR, Argis, PeopleSoft….
   ii. As a way forward – how can we simplify?
   iii. Peoplesoft portal's end of life is in two years.

7. New Business

α. Matthew raised topic of electronic notebooks for research faculty. Need to get sense of requirements

β. Report of 300 outstanding tickets for service requests. Some of the tickets are for things like requests for quotes for equipment and things that do not require action. Different units had different processes for reporting and responding. UCF IT is concerned about the perception that tickets might wait with no action for 72 hours. There was a huge backlog initially. They have been working the backlog down. Trying to create consistency and improve the level of service. There are more layers to go through – telephone prompts, initial tech support, and , eventually the specialist that can resolve the problem.

8. Adjournment

Meeting was adjourned at 3.

	Conference Rooms					Audio / Visual Equipment														
Building Number	Bldg Description	Room Number	Room Area ft²	Department Code	Actual Capacity	Polycom 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
0001	MILLICAN HALL	0120Y	324.00	03540000	15	X				X		X					Computer			
0001	MILLICAN HALL	0209	450.00	10320000	20		X				X		Laptop	X				X		
0001	MILLICAN HALL	0393	472.00	01010000	20	X see notes	X	X3		X2			X		X			X		Polycom system in Equipment closet. Roll away white board and butcher block paper stand in Equipment closet
0002	JOHN C. HITT LIBRARY	0127C	760.00	09010000	30															Room not found
0002	JOHN C. HITT LIBRARY	0135E	842.00	09010000	33	X					X									0135F is large break room
0002	JOHN C. HITT LIBRARY	0157	899.00	09010000	38			X	X	X2			X	X			X, and VHS	X4		
0002	JOHN C. HITT LIBRARY	0161B	757.00	09010000	20	X		X	X	X2			X	X		X	X	X4		
0002	JOHN C. HITT LIBRARY	0223	986.00	09100000	32			X	X	X			X2	X		X	Computer			Microphones
0002	JOHN C. HITT LIBRARY	0511	792.00	09100000	30			X	X	X			X	X	X					Butcher block paper stand
0011	POLK HALL	0148	184.00	03410000	15															
0012	MATHEMATICAL SCIENCES BUILDING	0213	338.00	24050000	15							X		X		X2		X4	X	The 2 Document Cameras are on an A/V cart
0012	MATHEMATICAL SCIENCES BUILDING	0318	686.33	24050000	18		X	X	X				X	X		X	Computer	X3		3x Black boards
0013	TECHNOLOGY COMMONS I	0102	555.00	09020000	40		X	X	X		X2		X	X			Computer	X		
0013	TECHNOLOGY COMMONS I	0102B	538.00	09020000	40		X	X	X		X2		X	X			Computer	X		
0014	HOWARD PHILLIPS HALL	0305G	379.47	24110000	25	X		X	X	X			X			X	Computer	X2		
0014	HOWARD PHILLIPS HALL	0406I	382.54	24120000	20	X		X	X	X			X			X	Computer	X2		
0014	HOWARD PHILLIPS HALL	0409	441.69	24120000	17			X	X	X			X	X		X	Computer	X2		Ceiling microphones
0014	HOWARD PHILLIPS HALL	0409A	397.22	24120000	15			X	X	X			X	X		X	Computer	X		Oler A/V cart in room
0020	BIOLOGICAL SCIENCES BUILDING	0415	492.71	24030000	20	X		X	X	X	X		X			X		X	X3	
0021	EDUCATIONAL COMPLEX & GYM	0305	775.00	14100000	30		X	X	X	X			X	X		X	Computer			Voddio Camera system, microphones
0021	EDUCATIONAL COMPLEX & GYM	0306	510.00	14100000	20		X	X	X				X	X		X	Computer			2x Voddio Camera
0021	EDUCATIONAL COMPLEX & GYM	0308J	394.00	14100000	16	X*						X				X				*Cisco System is disconnected
0027	COUNSELING & PSYCHOLOGICAL SERVICES	0115F	452.00	03210001	25		X				X		X					X		
0029	TECHNOLOGY COMMONS II	0222	363.30	24130000	15			X	X				X			X	Computer	X		
0045	BUSINESS ADMINISTRATION I	0230A	670.00	13100000	40	X						X						X		Ceiling Microphones and camera system
0045	BUSINESS ADMINISTRATION I	0234	412.00	13100000	22				X		X2		X	X				X		2x Voddio Camera, Microphones
0045	BUSINESS ADMINISTRATION I	0235	412.00	13100000	22			X					X				Computer			This room is the equipment closet for 0234
0051	VISUAL ARTS BUILDING	0105	527.00	23250000	28		X				X		X	X	X	X	X	X		Cisco system in cabinet
0053	CREOL BUILDING	0104	215.07	20130000	16															
0054	COLLEGE OF SCIENCES BUILDING	0221	893.31	24010000	45	X		X	X	X			X	X	X		Computer	X		Ceiling Microphones
0075	NICHOLSON SCHOOL COMMUNICATION	0143D	379.06	24040000	22			X	X	X			X	X			Computer	X		
0075	NICHOLSON SCHOOL COMMUNICATION	0254	330.07	24040000	15			X	X	X2			X	X			Computer	X		
0080	HEALTH & PUBLIC AFFAIRS I	0304	730.76	18650000	27	X		X	X		X2		X	X	X	X	Computer	X2		
0080	HEALTH & PUBLIC AFFAIRS I	0335	619.15	18100000	25	X		X	X		X		X	X	X	X	Computer			
0081	BARBARA YING CENTER - CMMS	0140A	575.97	16200000	25			X	X				X			X	Computer	X		
0082	JAY BERGMAN FIELD	0102	886.00	73010000	45						X									Baseball team meeting room, not conference room
0087	COLLEGE OF ARTS & HUMANITIES	0192	881.00	23010000	25		X				X		X	X			Computer			Camera
0090	HEALTH & PUBLIC AFFAIRS II	0247	698.47	18350000	30	X		X	X		X		X			X	X			Cisco camera, Microphones
0090	HEALTH & PUBLIC AFFAIRS II	0345	691.65	18200000	30			X	X	X			X	X			Computer			Cisco camera
0091	ENGINEERING II	0202A	536.02	16000000	25		X	X	X	X			X	X			Computer	X2		Portable White Board, VHS Player, Laptop connected to Large Screen
0091	ENGINEERING II	0211P	393.84	16200000	20	X*				X								X		*Polycom is disconnected
0091	ENGINEERING II	0312L	396.67	16240000	20		X				X		Laptop	X				X		
0093	TEACHING ACADEMY	0420B	648.00	14100000	19	X	X		X2		X		X					X2	X	
0094	BUSINESS ADMINISTRATION II	0102A	448.00	13100001	20															
0095	BURNETT HONORS COLLEGE	0130	619.00	15100000	30						X		X				Computer	X		
0098	CLASSROOM BUILDING II	0129	1,235.57	16840000	83			X	X	X			X	X		X	Computer	X		
0098	CLASSROOM BUILDING II	0321J	503.61	16840000	18	X		X	X		X		X	X			Computer			TruLink for VGA/HDMI
0099	PSYCHOLOGY BUILDING	0101	738.00	24090000	20			X	X	X			X					X		
0099	PSYCHOLOGY BUILDING	0228C	462.00	23230000	15			X2	X2	X2			X2	X2		X2	X2	X2		228 B and C combined. A/Vcart, portable white board
0099	PSYCHOLOGY BUILDING	0301C	513.00	24090001	34			X	X	X			X	X	X		Computer	X		Voddio Cameras
0099	PSYCHOLOGY BUILDING	0301Q	730.00	24090001	49			X	X	X			X	X	X		Computer	X		Voddio Cameras
0101	NIKE BUILDING 101	0125	1,296.00	03410301	50	X					X		X				Computer	X2		
0116	HARRIS CORP ENGINEERING CENTER	0113	645.43	16000000	32	X	X	X	X				X			X	X	X		
0116	HARRIS CORP ENGINEERING CENTER	0356	529.57	16000000	30	X	X	X	X				X				X	X2		
0120	RESEARCH I	0103	435.00	00000000	27								X	X					X	Microsoft Smart Board/Computer
0120	RESEARCH I	0150C	357.00	00000000	25								X	X					X	Microsoft Smart Board/Computer
0120	RESEARCH I	0207	280.00	00000000	20								X	X					X	Microsoft Smart Board/Computer
0120	RESEARCH I	0233	293.00	00000000	20								X	X					X	Microsoft Smart Board/Computer
0120	RESEARCH I	0307	280.00	00000000	20								X	X					X	Microsoft Smart Board/Computer
0120	RESEARCH I	0333	293.00	00000000	20								X	X					X	Microsoft Smart Board/Computer

Bldg	Building Name	Room	SqFt	Account	Cap	System	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	Device	Qty	Notes
0121	PHYSICAL SCIENCES BUILDING	0160	569.39	24080000	21		X	X	X		X	X	X	X	X		Computer	X2	Microphones in 160 and 161
0121	PHYSICAL SCIENCES BUILDING	0161	570.94	24080000	21		X	X	X		X	X	X	X	X		Computer	X2	160 and 161 combined into 1 room
0121	PHYSICAL SCIENCES BUILDING	0248	384.00	24060000	23				X			X	X					X4	
0121	PHYSICAL SCIENCES BUILDING	0433	246.89	24080000	15		X	X	X			X	X				Computer	X	
0123	TREVOR COLBOURN HALL	0102	399.00	10010000	17	Mercury System	X	X		X			X					X	
0123	TREVOR COLBOURN HALL	0151	458.00	10010000	20	Mercury System	X	X		X			X					X	
0123	TREVOR COLBOURN HALL	0211	399.00	10010000	20	Mercury System	X	X		X			X					X	
0123	TREVOR COLBOURN HALL	0351	718.00	10010000	32		X	X				X		X				X	Portable White Board
0123	TREVOR COLBOURN HALL	0358B	647.00	23060000	30		X	X				X		X	X				
0125	SOFTBALL STADIUM	0109	370.00	73010000	15			X			X		X						Director's Office and Conference Room
0126	FAIRWINDS ALUMNI CENTER	0101A	1,490.00	55010000	107		X	X	X		X	X	X	X		X			Rooms A, B, and C can be combined
0126	FAIRWINDS ALUMNI CENTER	0101B	1,490.00	55010000	107		X	X	X		X	X	X	X		X			
0126	FAIRWINDS ALUMNI CENTER	0101C	1,490.00	55010000	107		X	X	X		X	X	X	X		X			
0126	FAIRWINDS ALUMNI CENTER	0201	716.00	55010000	30	X			X		X	X	X				Computer		
0127	HEALTH CENTER	0206	1,250.00	03420000	28		X	X	X		X							X	
0127	HEALTH CENTER	0309A	311.00	03420000	15		X		X	X								X	
0139	GLOBAL UCF	0101A	651.40	10370301	24		X	X	X		X	X	X				Computer		Main equipment rack located in 0101C
0139	GLOBAL UCF	0101B	665.34	10370301	24		X	X	X		X	X	X				Computer		Main equipment rack located in 0101C
0139	GLOBAL UCF	0101C	656.65	10370301	24		X	X	X		X	X	X				Computer		Main equipment rack located in 0101C
0150	PUBLIC SAFETY BUILDING	0218	504.67	02300000	21	X	X	X	X		X	X					Computer	X	
0150	PUBLIC SAFETY BUILDING	0316	491.35	02300000	49		X	X	X	X	X	X					Computer	X	
0150	PUBLIC SAFETY BUILDING	0316A	492.14	02300000	49		X	X	X	X	X	X					Computer	X	
016C	FACILITIES & SAFETY - C	0167	544.00	02800000	20				X										Break Room, Not a Conference Room
016D	FACILITIES & SAFETY - D	0182	938.00	02800000	39			X*											*Work area, projector disconected
016D	FACILITIES & SAFETY - D	0185	256.00	02800000	20	X					X		X				Computer	X	
0541	ARTS & HUMANITIES ANNEX	0102	860.00	23010000	20			X			X								
0701	SOUTH ORLANDO CAMPUS BLDG 1	0104	525.00	10700001	25														
0803	DAYTONA JOINT USE FACILITY 1	0102	349.00	10550000	15														
0902	UCF EXECUTIVE DEVELOPMENT CENTER	0105	653.30	36000000	20		X	X	X3		X		X				Computer	X*	*Roll away white board. Clear 1 Microphones and Voddio Camera
0903	ROSEN COLLEGE OF HOSPITALITY	0102G	535.00	12010000	20														
0903	ROSEN COLLEGE OF HOSPITALITY	0102I	447.00	12010000	16														
0903	ROSEN COLLEGE OF HOSPITALITY	0102J	447.00	12010000	16														
0903	ROSEN COLLEGE OF HOSPITALITY	0221	657.00	12010000	30														
1001	BURNETT BIOMEDICAL SCIENCES	0103	906.00	22100000	20														
1002	COLLEGE OF MEDICINE	0300F	1,061.00	10010000	15														
1999	BREVARD LIFELONG EDUCATION	0151	382.00	10540000	16														
2001	FSEC OFFICE BUILDING	0106	830.75	20120000	30														unable to identify
2001	FSEC OFFICE BUILDING	0210A	409.21	20120000	15														unable to identify
8111	CTR PUB SATY/FORENSIC SIC/SECU	0209	512.13	16290000	16														unable to identify
8111	CTR PUB SATY/FORENSIC SIC/SECU	0223	912.53	24070000	20														unable to identify
8126	PARTNERSHIP 3	0216	318.19	20110000	15	X			X			X						X	
8126	PARTNERSHIP 3	0301G	507.98	00000000	36														unable to access-military secured area
8126	PARTNERSHIP 3	0301H	420.09	00000000	36														unable to access-military secured area
8126	PARTNERSHIP 3	0320	511.10	00000000	20														unable to access-military secured area
8126	PARTNERSHIP 3	0423	371.36	00000000	18														unable to access-military secured area
8126	PARTNERSHIP 3	0501	968.11	00000000	64														unable to access-military secured area
8126	PARTNERSHIP 3	0528	508.99	00000000	25														unable to access-military secured area

Resolution 2018-2019-X Student Perception of Instruction Processing

Whereas, the purpose of the Student Perception of Instruction is primarily to provide feedback to faculty in order to continually improve courses and teaching methods; and

Whereas, *Resolution 2011-2012-7 Student Perception of Instruction Administration Period* was approved by the Senate and the provost to specify that the online Student Perception of Instruction (SPoI) survey be administered during the last 15 days of instruction in each term, closing one hour before the official final exam period opens; and

Whereas, the Registrar's Office defines the opening and closing of the SPoI survey based on each specific course end date, regardless of the semester end date; and

Whereas, many courses have an abbreviated or customized course length that ends prior to the end of a semester (such as a 7-week course); and

Whereas, many faculty would like a mid-term SPoI survey conducted prior to mid-term exams in order to improve the instruction during the course; and

Whereas, UCF IT processes SPoI data at the end of each semester resulting in faculty teaching a course with an abbreviated or customized course date waiting until the end of the semester for data to improve instruction; and

Whereas, UCF IT has requested that a change in the processing of the SPoI survey be voted on by the Faculty Senate; therefore

Be it resolved that the Faculty Senate requests that UCF IT process and distribute all SPoI reports for abbreviated or customized courses based on the course end date, regardless of when the semester ends; and

Be it further resolved that the Registrar's Office and UCF IT provide for mid-term SPoI surveys based on individual faculty preference.