

Faculty Senate Information Technology Committee

MEETING MINUTES

Meeting Date: Monday, October 22, 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 2:00 pm. Athena Hoepfner volunteered to take the minutes.

2. Roll Call

Members in attendance: Thad Anderson, Lee Dotson, Jeannie Hahm, Tameca Harris-Jackson, Athena Hoepfner, 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 Seilhamer 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.