

ISAS Advisory Council Minutes

August 18, 2009 Grover Cleveland 418 9:00 am

Present: Co-Chairs: Don Erwin & Maryruth Glogowski, SAH: Kerran Sanger, SE: Holly Quicksey, SNSS: Karen O'Quin, SP: Rita Zientek, Academic Computing: Melissa Miskiewicz, Athletics: Jim Fowler, College Relations: Melissa Meehan, Continuing & Professional Studies: Margaret Shaw Burnett, CTS: Judi Basinski, Graduate School: Kimberly Jackson, ISAS:Carolynn Krupp, Instructional Technology: Melaine Kenyon, Library/Information Commons: Maureen Lindstrom, Networking & Telecom: Tom Killian, Students: Peter Greenhalgh, University College: Doug Koritz

Excused: Facilities: Brian Wittmer, Campus Life/Residence Life: Timothy Ecklund, Finance & Management: Yves Gachette, Institutional Advancement: Elizabeth Benson, Student: Aminata Camara

Don began the meeting with a green approach. Documents were up on the screen at the CIO site. <http://www.buffalostate.edu/cio/x547.xml> We agreed that this year we would post documents and send them though email and print as little as possible.

1. Minutes from June 16, 2009 were reviewed and approved as circulated.
2. Budget Updates – Maryruth recapped recent activity.
 - a. SCAP – came in at \$177,959. This is used for lab replacement.
 - b. Academic Equipment Replacement Funds still have not been received. SUNY had announced that they would be restored, so we still expect about \$175,000 in November. These funds have been combined with the Academic & Scientific Equipment money and allocated to the Schools, Library, IR and miscellaneous (Student Affairs, University College, etc.) Spending has commenced.
 - c. Tech Fee – The ISAS Board approved the spending plan. There is a \$200,000 reserve this year.
3. Don described the ISAS Board Meeting from July where the Web pages were discussed. This topic was prompted by a discussion at VPC. Don displayed the Web charge from ISAS Board. <http://www.buffalostate.edu/cio/documents/WebManagementCharge.pdf> Tim Walsh reminded us that there are indeed policies and procedures in College Relations pertaining to the Web site, so the rationale for the charge may be a bit overstated. Nevertheless, the aim is true and the following group of volunteers is eager to tackle the charge: Rita Zientek, who will also seek student volunteers from CIS, Kerry Sanger, Karen O'Quin, Tim Walsh and Mark Norris from College Relations, Judi Basinski, Maryruth Glogowski, and Don Erwin. The group will also take into consideration the ICE report for the inclusion of administrative office information on our Web site. This process will occur during the same time as the Campus Web Upgrade project, which will be able to help determine how best to implement procedures in the new environment.
4. Project Summary - Wireless, Networking, etc.
 - Wireless: The Networking group is in the process of adding wireless access points (WAPs) to whole buildings and one-off requests. Bulger is complete. Work over the summer has quadrupled our wireless coverage with the addition of 60 new WAPs. CTS will provide info on the latest buildings and wireless standards supported to be included on the Information Commons Web site. <http://ic.buffalostate.edu/computing.html> They will also look into a visual coverage map. We are looking into creating a wireless logo so that “hot spot” signs can be placed in appropriate areas. Eventually, we will install new servers and software to support the administration of our wireless network that will include tools to report on the usage the network is experiencing.
 - Dark Fiber: the new fiber optic cable connection has been tested and works. (Murphy’s Law moment: It was hit by a contractor digging out on Route 198, but was not damaged – only the DOT fiber was damaged.)

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- Smart Classrooms: the work that as started over the summer is coming along nicely in Bacon and Rockwell. If a room is not ready in time for the start of classes, smart carts will be used. It was reiterated that the smart carts are not the property of the departments in which they reside and need to be made available for scheduling as in this case. There was discussion about including the smart classrooms in the general Schedule 25 pool of classrooms for scheduling for fall 2010. Judi Basinski reported that the registrar's office is already in the process of looking into that.
 - Computer Replacement: the computers under the 08-09 budget have been installed and work is underway for replacing those covered under the 09-10 budget. This includes new faculty requests and "custom" requests.
 - Banner: Several sub-projects are underway, including support of the mandatory advisement enforcement process and an upgrade to Banner 8.0 Melaine Kenyon reminded the group that ANGEL may need to be upgraded prior to/along with Banner 8.0 to version 7.4 to allow the XEI interactive interface to work.
 - Online catalog: Work is still underway to document all the processes involved. An update will be given at an upcoming meeting.
 - HEOA Textbook provision: The Higher Ed Opportunity Act (HEOA) Textbook provision is being addressed at some meetings scheduled this week to see if the Barnes and Noble interface will meet the intent of the act's requirements. It was noted that whatever process we implement needs to be included in the procedures for the next master schedule integration cycle.
5. Distance Education: Margaret Shaw-Burnett reported that the Provost has given a charge to the Deans to look at which General Education courses could be taught as online courses in summer 2010. This info would need to be gathered before the start of the spring 2010 semester to allow the courses to be developed.
 6. Meetings for 2009-2010 will be best for those present one Wednesday each month at 1:00 pm in GC 418. Maryruth will confirm with those unable to attend and try to set this up soon.