

ISAS Advisory Council Minutes

October 21, 2009

Grover Cleveland 418

1:00 pm

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, Campus Life/Residence Life: Timothy Ecklund, College Relations: Tim Walsh & Mark Norris, Continuing & Professional Studies: Margaret Shaw Burnett, CTS: Judi Basinski, Graduate School: Kimberly Jackson, Facilities: Brian Wittmer, Finance & Management: Yves Gachette, Institutional Advancement: Elizabeth Benson, ISAS:Carolynn Krupp, Instructional Technology: Melaine Kenyon, Library/Information Commons: Maureen Lindstrom, Networking & Telecom: Tom Killian; University College: Doug Koritz; University Police: Peter Carey

Excused: Student Affairs: Rock Doyle, Student: Aminata Camara,

1. Green Minutes from September 23, 2009 were approved as posted (and displayed):
http://www.buffalostate.edu/cio/documents/090923_ISAS_Advisory_Council_Minutes.pdf
2. Budget Updates
 - a. SCAP – \$177,959 still not received. We are prepared for these to be axed in the \$90,000,000 mid-year correction.
 - b. Academic Equipment Replacement Funds– \$183,000 still not received. They may get the axe too.
 - c. Academic and Scientific Equipment Funds-- Revised allocations were shared. If AERF is cut, two of the schools are already nearly spent (SP) and/or overspent (SNSS)... It will be a bad year and we will have to revert to Health & Safety priorities again.
 - d. Tech Fee is being spent as planned with a \$200,000 reserve but if SCAP is cut the Lab Replacement schedule may need the reserve. We are already working with a deferred group of labs (all the library labs) that have been stretched out an extra year. This may compound the problem.
3. Distance Education update – Margaret Shaw-Burnett reported on the Online Advisory Committee meeting that Interim Provost Kevin Railey convenes. Maryruth is also a member along with Susan Birden, Laurie Buonanno, Elizabeth Kelley, Sue McMillen, Andrew Nicholls, and John Thompson . The first meeting was October 20th. She noted that all faculty teaching online undergraduate courses next summer would receive an additional \$500. She described the effort to get a cohort of 10 faculty to teach targeted Gen Ed courses next summer. Associate deans noted that they have not received anything about this initiative or these Gen Ed courses for Summer School yet and Summer School schedules are being put together now. Margaret said she would get something out to them right away. Maryruth asked if she could be cc'd. Doug Koritz said that he oversees Intellectual Foundations and thus knows a great deal about Gen Ed courses and demand for them. He also asked to be included and consulted. Judi Basinski asked that any implications to Banner need to be identified as early as possible to be incorporated into the schedule (e.g. updating instructional methods so that online courses can be searched online).
4. Smart Classroom update – Melaine talked about the need for a 40 seat computer lab for teaching. There is a large room (Caudell Hall 219) but Rita Zientek affirmed that Dietetics does not want to have it converted to a lab. Tom Killian mentioned that power poles could obscure sightlines. Judi Basinski noted that there may be no budget for this if SCAP is not fully funded. Consensus was that we will try to wire (and place conduit) for the possibility of conversion in future. It will just become a Smart Classroom in 2010.
5. New Business –

a. During the Distance Learning report, it was recommended that we move away from the current online master schedule and use the public Banner course search instead. Since the online master schedule uses the data in Banner, we spend CTS resources to make any modifications to it. Also, it is a static page. Using the Banner search, as most other Banner schools do, would 1) allow us to spend CTS resources on other things, 2) would let the search return current results, and 3) would allow to user to search for course that meet specific criteria. For example, it would allow users to search for online courses. Members of the ISAS AC were asked to get feedback from their offices/departments on this recommendation and report back within two weeks.

b. H1N1 – Kevin Railey sent out a communication to all faculty telling them that ANGEL can be used for communication with students and it allows students to hand in assignments without clogging email. Policy has been changed. Now all faculty accounts have been activated. Faculty training is no longer mandatory before being able to enable a course site. Meghan has been teaching a quick start type of workshop that is very popular.

c. Adjunct faculty and hardware and software – it was affirmed by the council that our institutional budget does not allow us to provide adjunct faculty with computers to take home. If deans or department chairs want to purchase for this purpose they may. It was also recommended that adjunct faculty be directed to UB Micro to take advantage of hardware and software discounts and that they can use on-campus labs to prepare for classes.

d. Bubble sheets/Scanning services – the problem with our legacy test scoring system was acknowledged. A Test Scoring & Survey Analysis Subcommittee was established to recommend new software: Karen O’Quinn, Melaine Kenyon,Carolynn Krupp and Tom Killian will convene. Also, there are several Buffalo State staff who will be attending EDUCAUSE in the first week of November who will research options for test and survey analysis at that conference.

e. Student accounts - Judi Basinski proposed that we disable student accounts (NT and email) one month after they have been inactive. The time allocated for incompletes will be considered active. Inactive means not registered. Accounts can easily be restored if students re-register a year later, etc. This was OK with Advisory Council members but associate deans will check with their areas and get back to Judi by November 15th before the new procedure is implemented.

6. Project Updates & Announcements are posted on the ISAS Meetings Web site (<http://www.buffalostate.edu/cio/x547.xml>). Some highlights include: Banner 8 testing. It was noted that when the Banner 8 upgrade is applied to the production system, there will likely be two or three days of downtime (not including weekends). The online catalog group was scheduled to meet on 10/22 after which vendors will be invited to demo their offerings. An online payment solution is being researched. We will wait to see which vendors SUNY chooses before making any decisions. Analysis efforts are still underway by the contractor to help define the best solution for campus-wide access controls.

7. Next Meeting: It had not been scheduled because of Veterans Day, but we decided on November 18th at 1:00 in Butler Library even though a few folks (including Judi and Don) may be unable to attend.