

NDSU INFORMATION TECHNOLOGY

Delivering core solutions and propelling innovation

**NDSU IT Council Meeting
Wednesday, Oct. 21, 2015, 9 a.m.
Quentin Burdick Building 206E**

**Meeting Notes
Approved by electronic consensus on Nov. 4, 2015**

Present: Marc Wallman, Vince Anderson, Bridget Burke, Joan Chapek, Dennis Cooley, Ed Deckard, Robert Pieri, Amber Rasche, Michael Russell, Steve Sobiech, Matthew Warsocki, David Wittrock, CeCe Rohwedder

Unable to attend: Scott Wood

1. Welcome, introductions
2. NDSU Policy Manual Updates: Faculty Senate will work on updating policy and separating procedure from it. Chris Wilson, Canan Bilen Green and Jim Council will create the document on how to distinguish between the two and present it to Faculty Senate, which will designate two members to join this group and continue the work. The initial focus will be on one policy, which will then serve as the example for the rest. The IT Division will similarly review its own policies and procedures and seek guidance from the IT Council.
3. Bylaws review:
 - A. Marc presented and reviewed a listing of the IT Groups at NDSU (attached), briefly discussing the mission and work of each. Information about each group's function and mission is available at <https://www.ndsu.edu/vpit/partnerships/>.
 - Instead of a maximum number of users for a computer lab, we should go by the average number of users over an academic year.
 - Student Government is working on web based assessment. Not all exams are word-based.
 - The Staff Senate IT Committee meets monthly; Marc would be interested in joining an upcoming meeting.
 - A reporting structure of these groups has not yet been outlined, and we will describe the relationship of how decisions are made by each of these groups; the updated document will be reviewed at a subsequent meeting.
 - B. The ITAGs functioned for a couple of years but have not been active for some time. Would their dissolution impact campus presence, representation and influence, in NDSU IT matters and related decision-making? Or is their role sufficiently filled by other current IT Groups? Dennis will check on how the mission of the Faculty Senate Technology and Instructional Services Committee might do so. Should there be a codified connection with some or all of the IT Groups included in the listing reviewed at this meeting?

- C. The main purpose and goals of the IT Council are outlined in the Bylaws.
 - D. Marc presented and reviewed a draft of the revised Bylaws (attached), proposing that two additional faculty members from different colleges be added and updating them to indicate Dr. Deckard's and Dr. Pieri's roles as faculty members rather than ITAG chairs, with all faculty members being voting members. **M to approve section I of Article III as amended (Pieri/Cooley). MSC.**
 - E. Sections II – X of section III will be renumbered as appropriate when finally edited.
4. Provost's Strategic Plan:
- A. Copies of the updated document describing the corresponding IT goals and support (attached) were distributed and reviewed.
 - B. How do we assist people who want to be innovative, who want to use technologies for which there are licensing issues? Providing a clear path for receiving communications from the various IT Groups will be helpful in the IT Division being aware of such needs, both in the research and the academic components of the plan; it could also be incorporated in the outreach and engagement section. Something similar to the TLMC would help faculty and staff.
 - C. The document draft will be posted on the ITC website for further review prior to additional discussion and formal approval.
5. Accessibility of IT tools on lab and classroom desktops: **M that the desktops contain web browsers and centrally provided IT tools (Pieri/Deckard). MSC (1 abstention, Wittrock).** The group's decision will be discussed at a Faculty Senate Technology and Instructional Services meeting.
6. Budget:
- A. no update.
 - B. Marc will discuss the IT Division's budget at the Dec. 7 Open Forum. Such a format is not particularly effective, however, so a different option should be considered; a recording of the high points/discussion items in advance of the presentation might attract a bigger audience.

The meeting was adjourned at 10 a.m.