MONTANA STATE UNIVERSITY NORTHERN

Committee Name:	Technology Council		
Date of Meeting:	28-Jul-2016	Location:	Library Conference room
Meeting Notes Prepared By:	Marianne Hoppe		
Membership:	2 Faculty; 1 student; 1 representative each from: classified staff, classified exempt staff, Library, Registrar, Extended University, Business Services; Provost and Chief Information Officer.		

1. Purpose of Meeting

Disperse information on campus technology topics, and get input and recommendations on a number of issues.

2. Attendance at Meeting

Norton Pease, Mary Brown, Alisha Schroeder, Michelle Gallineaux, Randy Bachmeier, Belinda Potter, Gary Garland, Bill Rugg, Marianne Hoppe

3. Meeting Agenda

Agenda:
a) Review and update Policy 305.2, Technology Council
b) Exchange Upgrade
c) Labs & Classrooms
d) College Scheduler
e) Box
f) Security Training for Staff and Faculty
g) SummitNet State Polycom room (formerly known as MetNet)
h) Council member roundtable

4. Meeting Notes, Decisions, Issues

a. Review and update Policy 305.2, Technology Council
   i. Changes to the policy were approved.
b. Exchange Upgrade discussion
   i. Why the software was being updated: current version is very outdated,
   ii. Why it was being done in two stages: there is no direct path from 2007 to 2016, so it is necessary to go migrate from 2007 to 2013, and then from 2013 to 2016.
   iii. Why the second stage will not be done immediately after the first stage is done: We want as many users as a possible to connect to the new 2013 server with their Outlook before the migration to 2016. Users who do not have a chance to do this will require an ITS technician to come to their office and reset their Outlook profile.

        iv.   As of this morning the mailbox migrations are half-way done.

c. Labs & Classrooms discussion.
   i. CIO reported on items approved for purchase by the Computer Fee Advisory Committee in June.
   ii. CIO reported on issues with the Computer Fee:
      - With a 4 year replacement cycle the fee is inadequate for the existing 278 classroom/lab computers.
      - A longer replacement cycle would not be desirable as we want the students to have access to newer equipment and the computers only have 3 year warranties.
      - Almost half of the fee income each year is unavailable as it is pre-allocated for: OCHE reserve, a loan payment, supplies, equipment repair/replacement, and GFCMSU.
      - We may be able to complete this 4 year cycle as there is carryover from years when thin clients were purchased instead of computers, and when few or no computers were purchased.
   iii. ***COUNCIL RECOMMENDATION***: No additional labs requiring the purchase of computers should be allowed.
   iv. ***ACTION ITEM***: ITS will provide a lab usage report to the committee.

d. College Scheduler discussion.
   i. The program would show advisors and students all possible schedule iterations for classes they enter, it is integrated with Banner and DegreeWorks.
   ii. Bozeman is using the software and they have seen an increase in students preregistering.
   iii. Students/Advisors would still need to log into MyInfo to register for the classes.
   iv. MSU-Northern has a problem with students "self-advising" and registering without consulting their advisors.
   v. Cost for the product is unknown, Bozeman is supposed to be finding this out.
   vi. ***ACTION ITEM***: CIO will reach out to the College Deans, Chairs, and the Academic Senate for their input regarding the product.

e. Box discussion.
   i. Box is a cloud service allows users to share and collaborate on documents and files online with users both inside and outside the organization.
   ii. It would be available for all faculty, staff and students with unlimited storage. Bozeman & Billings are currently using it to replace their "Z" drives.
   iii. Features, pros and cons, and costs were discussed.
   iv. ***COUNCIL RECOMMENDATION:*** MSU-Northern should not buy into the service at this time.

f. Security Training for Staff and Faculty discussion.
   i. Bozeman has a SANS subscription that MSU-Northern can use. "Securing The Human" provides security awareness programs for cybersecurity awareness in the form of modules that are short 2 to 5 minute videos.

ii. The pre-packaged modules can be delivered through D2L. After discussion about past experiences trying to deliver training through D2L, this would not be a desirable solution.

iii. Risk Management has informed us we cannot participate in the premium discount program unless we are able to document that 50% of employees have completed training.

iv. ***ACTION ITEM:*** CIO will research alternative delivery and/or other ways to provide security training that will be measurable.

g. SummitNet State Polycom room (formerly known as MetNet) discussion.

   i. The Polycom equipment in this room in Hagener has died.

   ii. The State will not repair or replace the equipment as they feel the low usage of the room does not justify it, but they have continued to request use of our Polycom rooms.

   iii. We receive a token payment of $15 per person (present on the MSUN campus) when we host a session. There is some money available in the index and we could possibly use that to make the room operational again.

   iv. As far as we know, we hosted it as a public service, did not receive any particular benefits from it, and nothing binds us to keeping the room.

   v. ***COUNCIL RECOMMENDATION:*** The room should not be updated, and should be dismantled.

h. Informational items from Council members:

   i. Taskstream, a cloud-based assessment tool, has been purchased and information from the old home-grown "IA" system is being transferred into it. Training on how to use the system will be done during Orientation.

   ii. The Library is moving to a new system for its catalog. This will be a state-wide project linking all libraries together and will be going live on the MSU-Northern campus in December. The state also dropped its EBSCO database subscription, apparently without requesting input from libraries that were using it.

   iii. The testing center in the library will probably be reduced in size and moved upstairs. We will no longer be a Pearson testing center, there were very few tests administered. No equipment purchases are included in the move plan. Compass testing will be phased out by the end of December, the replacement software has not been determined. ALEKS and ACCUPLACER are being considered.

   iv. CEASN has a request for SPSS statistical software. The software has a yearly licensing requirement. ITS will pay for a 5 license package, but this will be a one-time, one year purchase. If the College wishes to continue to use the software another funding source will need to be found.

6. Next Meeting	
Date: TBA	After Fall semester starts.