ITC Minutes  
April 18th, 2013

In attendance: Barbara Herbert, Amanda Williams, Brenda Frieden, Mike Gullett, Susan Johns-Smith, Shari Brogan, Karen Kirk, Paul Grimes, Patricia Lindley, Tim Pearson, Jon Cooper, Tracey Mussa

Agenda:

- IT Health Fair
- Renovation and Mediation Committee
- Campus IT Trainings
- CHECK Conference
- Draft Active Directory Policy
- Draft Password Policy
- Major Projects

IT Health Fair Update: The Gorilla Geeks held their annual Computer Health Fair on Wednesday, April 17th in the Overman Student Center. Many prizes and snacks were handed out to students along with brochures to help raise awareness on safe Internet surfing and the proper way to avoid getting a computer virus. Students were able to make appointments with the Gorilla Geeks to get free “check-ups” on their computers. It was a successful event.

Renovation and Mediation Committee: Brenda Frieden gave an update regarding the renovation and mediation committee, which is a subset of another committee. Last spring a company came in to do a Space Utilization study on the entire campus. Based off of the findings they have divided the group into three subcommittees. The first goal is to recommend factors for prioritizing renovation projects related to classrooms. The second goal is to recommend a policy and process for bringing standardization of mediation to the classrooms pinpointed for general use. They have come up with a list of standardized software/hardware and have identified all of the general use classrooms in order to complete the second goal.

Campus IT Trainings: Brenda Frieden gave an update on all of the faculty trainings her department held throughout the year. She totaled that they had 64 workshops with 967 attendees. Angela gave an update in the absence of Becky Qualls regarding campus IT trainings. Becky held 106 trainings, 4 brown bags, with a total of 1,217 attendees that have participated in all of the trainings.
A large portion of the trainings offered this year, by both areas, were dealing with Canvas and Zimbra.

**CHECK Conference:** Barbara Herbert gave an update on the CHECK conference that will be held locally at Pittsburg State from May 29th – May 30th. There will be 18 different presentations offered for attendees. If anyone wants to register for the conference they can go to [www.Check.gen.ks.us](http://www.Check.gen.ks.us). Here you will find the agenda, presentation schedule, and more information regarding the conference. Barbara then discussed the Joplin tour and panel discussion that will be offered on the last day.

**Draft Active Directory Policy:** Angela went over the draft of the Active Directory Policy with the ITC members. Tim Pearson and Jon Cooper were present to go over any questions and to take notes to better finalize the policy. Comments were shared by ITC members based on feedback that they had received upon the release of the draft to campus. All comments were noted.

**Draft Password Policy:** Angela and Amanda went over the updated password policy with everyone. Initially the systems that will be focused upon are Active Directory and GUS/SSH. Angela opened it up for discussion and questions. Comments were shared by ITC members based on feedback that they had received upon the release of the draft to campus. All comments were noted.

**Major Projects:** Angela gave an update on the ERP Project. There were four stakeholder groups comprised of 39 individuals that have met to discuss what features would be important for them to have with the new ERP system. All of this information will be placed into a rubric program called Decision Director to grade products based on those features. Angela handed the discussion over to Barbara to talk about the steps that will take place in completing the project.

**Next Meeting:** the next ITC Meeting will be on May 16th at 2:00 pm in E101 KTC.