CTAB Meeting Minutes
May 9, 2014, 8am – 9:30am
114 Campus Center

Attending: Marcia Burrell, Sean Moriarty, Doug Pippin, John Kane, Chris Hebblethwaite, Brenda Farnham, Linda Paris, Sandy Bargainnier, Mark Springston, Theresa Gilliard-Cook, Abby Wiertzema, Michael Pisa, David McQuin, Nicole Decker, Steve Skubis, David Bozak, Kimberly McGann, Greg Ketcham, Dan Griffin, Paul Taylor, Tyrone Johnson-Neuland, Barbara St. Michel, Kristi Eck, Andy Goldzweig, Matt Brooks, Yvonne Petrella, Kris Smith

Approval of Agenda – Agenda approved
- Motion to approve, Chris Hebblethwaite, second the motion, Dave Bozak. All in favor.

Approval of Minutes – Minutes approved
- Motion to approve, Dave McQuin, second the motion, Chris Hebblethwaite. All in favor.

Open Session - Q&A
- Marcia – At the Application and Equipment Committee meeting we recognized the dedication and hard work of Natalie. Also have a certificate for Larry Fuller recognizing all of his hard work and dedication.
- John - Registration is still open for CIT. Marcia – This is a good way to see what your colleagues are doing.

Committee Reports
Applications & Equipment - Marcia reported for Natalie
- We had good attendance talked about the image - there is still an opportunity for review, the computers are located at 26 Lanigan.
- Discussed changes to the privacy policy for Google Apps
- Tech Tips for this week was about PDFs
- Nicole reported on Service Now self-service. She talked about the results of the pilot test
- Doug Pippin agreed to be chair for Applications and Equipment Committee for next year.

Elections & Bylaws - Marcia
- We have to take a look at Election and Bylaws. Reminder - we had a committee that was connected to technology planning and we changed the bylaws to have a technology planning committee,   it makes more sense to have it part of the Executive Committee.

1.   The Executive Committee is responsible for ensuring that Information Technology policy, strategy, operations and projects are defined, measured, and executed, and report to the Provost and Vice President for Academic Affairs on such matters. Additionally the Executive Committee advises the Provost and Vice President for Academic Affairs on innovations in campus technology as well as issues and concerns addressed by the Campus Technology Advisory board. The chair of the Board, the chairs of the Standing Committees, and the CTO are members of the Executive Committee. A representative from the Information Technology Council is also a member. The chair of the Board shall chair the Executive

Motion to accept Bylaw changes as written - John Kane. Motion seconded by Dave McQuin. All in favor.

Education Committee - John Kane
- Met on Wednesday, talked about results of Winter Breakout survey, good news had three times as many as last year - 11 responses total.
- Will do more in the future, one suggestion was to do the surveys immediately after Winter Breakout.
- Spring Breakout coming up, 79 workshops over four days. Thank you to those who will be presenting.
- One important workshop is Eric Mazur scheduled for Monday, May 19th, 51 people have signed up so far. This is a clicker presentation - it is not just science and math related. It will be focusing on teaching techniques that are effective.
- The committee discussed work shop registration software, we are currently looking at 12-14 software packages, we will narrow it down to 2-3 over the summer - this will be common registration software for all.
- We will be looking at a new service from Google - Google Classroom Service.
- We will also be looking at video projection options from mobile devices.
- We will also try to move into more work on electronic text books.

ITC Report - Mark Springston
- We met last week and we continue to discuss Adobe Creative Cloud and how we will transition and if we will transition. Graphic Design - they will stay with CS6 for next year. Hopefully Adobe will have a better model next year.
- Had a very vigorous discussion on Lynda.com and how we can promote that. Trying to let different groups know about this resource, we would like it to filter down to students.
- The new FA bylaws did not pass, we have three open non-FA seats next year, and it's more of an advisory council.

Campus Technology Services Report - Sean
Announcements
- As covered in the report last month we are going to have network outage May 31st, internet services will be unavailable from 6 am - noon.
- May 17 & 18 CTS will be moving the Metro Center to SUNY Oswego network.
- Nicole will talk about the renovation of the Help Desk in July which will improve the customer friendliness of the help desk area.
- Nicole showed the new layout of the help desk area and explained it.
- Closed circuit TV project will be going on through the summer, closed circuit TVs in residence halls, these will be installed in the elevators and entrances.
- TIP grant - announcement in the next couple of days, $75,000 total will be available.
- Finalizing Apple iTunes contract, which will enable the next generation of iBooks.
- Have also decided go ahead with the digital asset repository solution, Ensemble. Ensemble is a solution that will be hosted at ITEC and is a Digital Media Asset, digital repository. There are a couple of different groups in the pilot, Greg Ketcham will be doing that portion for Extended Learning and Marilyn Ochoa for Penfield library.

- o Chris Hebblethwaite - when is the Ensemble pilot, Sean – we will be moving forward shortly, possibly within the next couple months, although Greg said he is ready to move sooner. Currently, this is something that open SUNY is offering for free to test
- Yesterday CTS announced the new Help Desk Coordinator position has been filled by Josh Galletta he will begin his new role on Monday.
- Thank you all for attending CTAB this year, we have had a really good turn out; we try to make sure it is engaging and value on our investments.
- Sean reviewed presentations that were given over the semester.
- Discussion regarding possibly new time for CTAB.
- Dan Griffin – What are the possibilities of starting at 8:30am, it is difficult for some to do 8am meetings. Discussion regarding possibly new time for CTAB. Will bring up at Executive Committee meeting.
- Thanks to the executive committee - advocacy plays a large part.
- Thanks to Natalie and Larry for their years of service, thanks to Mark for chairing ITC. John K - thanks to John particularly with his iPad work and workshops and finally, thanks to Marcia for her years of service, she has done a beautiful job.
- Marcia - It has been great, all new chairs will do a fine job of moving us to the next level.
- Thank you for time and attention.

Recognized Paul Taylor and Dave McQuin for their service and congratulations on their retirement.

Presentation
Angel to Blackboard migration plan (Greg Ketcham, Nicole Decker)