Attending: Marcia Burrell, Mike Pisa, Chris Hebblethwaite, Brenda Farnham, Dave Bozak, Kelly Roe, Mike Flaherty, Paul Taylor, Natalie Sturr, Pat MacNeill, Doug Pippin, Scott Roby, John Kane, Weston Kensinger, Nicole Decker, Andy Goldzweig, Barbara St. Michel, Kris Smith

Approval of Agenda – Agenda approved.
- Motion to approve, Mike Flaherty, second the motion, Dave Bozak.

Approval of Minutes – Minutes approved.
- Motion to approve, Chris Hebblethwaite, second the motion, Dave Bozak.

Open Session - Q&A
- CTO Search update
    - Natalie – The search committee met last Thursday and made the recommendation to Yvonne and she was going to do the report. Yvonne and Lori are working on it and checking on a couple more references.
    - Marcia - Thanks for the work on that.
- John K. - CIT registration is open.
- Scott Roby - Announcement - Sunset comet - first of two this year, one next week above the sunset all of March best time Sunday – Wednesday, this coming week. Astronomy club will be out at the hidden soccer field a half-hour after sunset in the sky to the west. Pan-STARRS named after automated sky survey.

Committee Reports
Applications & Equipment - Natalie
- Solidified our recommendations for images. Thanks to those who made contributions.
- Talked about the Tech Plan and Needs Assessment.
- Followed-up with the use of labs and lack of availability. Recognize that once the science building comes online it may not be an issue.

Elections & Bylaws – Mike P.
- No activity.

Education - John
- Met on Monday discussed the experience of the pilot of Lynda, 150 hours of video were used, over 1000 subjects available.
- Working on applying for grants to expand to campus license, in general feedback is positive
- Small number of licenses is shifted from group to group; contact Kelly Roe if you want to use one of those licenses.
- Talked a little about things we are looking for - workshop software, etc.
- Goal is to get something to keep track of attendance of total workshops and professional development.
- Discussed topics of workshops for spring.
- Nicole – using some of the wall space in CTS computer labs to update things.

- Marcia – Regarding the software package for people to organize and track their professional development; is there a way to push that for assessing the kinds of things that people are learning?
- John – It depends on what people do with it; that would probably take some other sort of reporting. It is hard to go back to original workshops, if you have any suggestions, let me know.
- Natalie – Are you going to offer TIP grant recipients an opportunity to do a presentation on the grant they received?
- Mike P. - Request received yesterday maybe we need to talk about strategy to record and make them available online. John - We recorded about 55 of them and posted them on the CELT website.

Ad-Hoc on Technology Plan – Mike F.
- We met a week ago discussed various projects that CTS is working on. Some are finished some are continuing, I think the next step for us is to meet again.
- Marcia – It was helpful to get a list of what is going on.
- Mike F. - It was awesome, a lot of things going on. The big thing that we are cognizant of is this summer with the opening of the new buildings; CTS will be stretched very thin as far as doing all installs and moves. I think the next step for us is to clean up the list and remove the maintenance items and look at the projects and then look at what we have on the books for 2013 - 2014 and see if those items are still relevant.
- There was some talk about doing another assessment.
- Personal opinion given what we got on the table, asking what they are looking for three years out, Joe did a phenomenal job, we can go look at that again, we need to do another assessment.
- Natalie – Next meeting is Monday, 3/11/13 @ 9am in 502 Culkin.

ITC Report - No report

Campus Technology Services Report – Mike P.
- CTS project update
- Did a short presentation at Faculty Assembly last week, and discussed our projects with a few answers to a few questions.
  - Lecture Capture - We went through pilots selected and Panopto; working on the expansion.
  - Virtual Application Server - Still trying to push ahead with this, not as far ahead as we would like to be.
  - Virtual Desktop – VDI; ITEC looking for campus to pilot with them, virtual desktop is a server based system to allow users to run a windows system remotely - will be updating labs during spring break. It will be installed on a couple stations this week in 202, looking to get some feedback.
    - Marcia - SOE something came up about another computer lab. Does this cost less in the end? Mike P. - One of the ideas is that it will cost less, part of it is the legality, and depending on the application it is a little different. Mike explained that it would be purchased SUNY-wide, these terminals will be easier to maintain. We reviewed the pros and cons some savings but not tremendous. It will be remotely hosted. We will still image and have to physically touch the machines.
    - Discussion regarding how VDI will work. Currently only testing the Windows environment. Paul explained how it will launch.

- Wireless Network Expansion – All Residence halls are done except Onondaga. Also, in the fall, all the original equipment was replaced.
- Guest Network - Small internal pilot that is operational, we would like to be able to have it operational for this summer. Side note - One of the two networking positions has been filled.
- Technology Initiative, TIP grant
- Student Photos
  - Positive feedback so far.
- Computer Software Image Process
- Faculty Computer Replacement
  - o 113 requests
  - o 59 Tenure Track
  - o 24 Adjuncts
  - o 13 VAPs
  - o 17 Non faculty
  - o 80% complete
  - o Call in mid-March for another round
- Elevated rights
  - o 114 Requests since inception
  - o 103 Approved
  - o 11 Withdrew
- VOIP system
  - o Funnelle, Hart, Cooper, Onondaga, Park, Science Complex
  - o Park – Won't open until January
- Document management
  - o Initialization and electronic storage and retrieval of traditional paper documents.
  - o Get back on track within sometime in the next year.
- ANGEL to Black Board conversion
  - o Pilot fall 2014, all of SLN campus to be moved by 2017.
  - o Ongoing discussion of whether people are happy.
- Desktop laptop OS upgrades – moving along
- Banner 9 upgrade- Banner XE – still working on rolling that out.
- Help Desk system replacement
  - o Service Now, we are in the midst of implementation, late April.
- SEI and SOE construction
  - o Continue with planning for the opening of the multiple buildings for fall 2013.
- Marcia - comment – saw this at Faculty Assembly, when you see it a second time, it is really helpful to put that info out, makes it easy to see where we are. I think our documentation on the web page makes it easier for people to step in.

Presentation
Needs Assessment Follow-up Discussion - Natalie
- It is probably a little late, but it is time for Needs Assessment.
- Group last year recognized the job that Joe did interviewing Deans and Chairs.
- If there were any negative comments that came out, people approached me, we are well aware that there are other needs at our level that did not get vocalized.
- This year's needs assessment to target a different population.

- One idea was to issue a survey and have an open session or two.
- Natalie showed draft of the survey and group reviewed.
- Are you comfortable with us doing a survey?
- Are you comfortable with the questions we have?
- Should we have an open session?
- Marcia - Don't know if we have the time.
- Mike F. - I like the questions. I think there are a lot of strengths in our technology.
- For the open sessions, can one be done during spring break-out?
- Can we do this before spring break?
- Discussion regarding the needs assessment survey.
    - Goal is presentation of plan.
    - People can comment.
    - Decide as a committee where to go.
    - Spring breakout wouldn't be the assessment, it would be the sharing the results
    - Chris - Assuming this needs to go through Mehran prior to distribution?
    - Mike P. will inform her.
    - Marcia – Can we state the objective differently?
    - Natalie – We need an opening paragraph.
    - Nicole - Should we have a why in question number two? Some kind of clarification as to why you would need new technology services.
    - 1 - What are the strengths of technology services on campus?
    - 2 - What technology services would you like to see implemented or expanded on campus? Please explain.
    - Mike P. – We plan on sending this to students too.
    - Marcia - Do we want to use the word training in our services?
    - Natalie – We will work with Mike P. to get the survey out.
- Marcia - Let people know that this is coming, and remind people to do it. The more responses the better
- Dave Bozak - Time line?
- Natalie - Shooting for after spring break.

Meeting adjourned, 9am