



**MEETING AGENDA AND MINUTES**

August 14th, 2014

**Action Items** (To mark an Action Item completed, select the checkbox (double-click), right-click, and select checkmark.)

- Send out notes and minutes for review and addition - **Chris**

**Attendees**

Present:

- Bill - Busy Summer, Etc
- Daniel - got married
- Andy - busy getting set up
- Chris - Vacations, Etc

**Agenda**

**1. OIT Updates:**

- a. Busy Season
- b. Minor entryway overhaul in TLC w/ new Human Greeter

**2. Last Semester in Review:**

a. **OIT**

i. (Telecom) Voicemail

- 1. New Cisco VoiceMail Switch Complete
- 2. Still working with old vender to transition
- 3. Returning faculty, et. al. still getting up to speed
- 4. Still some minor bugs (alert LEDs, etc)

ii. (Telecom) VoIP

- 1. In Progress (multi-year timeline)

iii. Eduroam/WiFi Updates

- 1. Eduroam Federated Identity (multi-school wifi login)
- 2. Includes move to WPA-based secure wifi (in-progress)
- 3. WPA-Suppliant Debate Ongoing
- 4. GA Date TBA

iv. MS Office

- 1. Office 365 Rollout - All university affiliates will have access soon
  - a. in-browser access
  - b. 1 TB OneDrive storage
  - c. GA Date - End of Fall 2014 (Phase 2)
  - d. Lync becoming standard live messaging app
  - e. **SUPPORT ISSUE:** Beware of already provisioned Office.com account

v. Google Calendar Integration

- 1. One Click Course Schedule Population

## 2. Support Pushing Feature

vi.

### b. **ITSGB**

#### c. Formation

1. Naming

2. Mission

3. Membership

ii. Wifi Position Statement

1. Secure WiFi

2. Free and Open Access

3. See [Doc](#)

iii. Regular Meetings (only took 10 years...)

iv. Lots of OIT intros and meeting with OIT directors

1. Dan Jones - Security and WiFi Policy

2. Marin Staneck - Director of Academic Tech...

3. John Gilmore - Email/Identity

### 3. **Plans and Agenda:**

#### a. Google Calendar Integration

i. Live Automatic Population - **Chris will research current approach**

1. Further enhancement? Automatic Google Calendar (include class location)

2. Further enhancement? Include finals schedule and rooms for corresponding classes

#### b. Better Tracking

i. We will explore options for task tracking - **Bill**

1. Google Keep

2. Trello

3. Github?

4. Weave?

5. RT

6. Or just record on Notes

#### c. Meeting Time - Doodle Poll - **Andy will send out poll**

i. 2nd Thursday - Pick Time

#### d. Topics and Agenda Items

i. Legal - Copyright, et. al.

ii. Generate List of Student Issues

iii. Meeting with tri/exec

iv. Meeting with Larry

v. General Meeting with each advisement committee

#### e. Followup

i. Campus Wide Surveys for better guidance

ii. GCal Integration

#### f. Recruitment

i. Get a space - **Bill**

ii. Table at student involvement fair

1. September 3rd - 11 AM to 2 PM

2. Andy and Daniel Staff Table

3. Solicit Student IT Issues

iii. Sign - Flyers - **Chris**

- iv. Half sheets from Sign - Chris
- v. Email address/Cards - Chris
- vi. Google docs form for signing up - Andy
- vii. Butcher paper and fun-color sharpies - Chris
- g. Formal OIT Updates (Project Plans/Dates, events on the radar, Etc)
- h. Possible Generic Meeting Agenda (90 minutes)
  - i. Introductions (10 Minutes)
  - ii. Follow-up from last time (20 Minutes)
  - iii. major topic - expert speaker (45 Minutes)
    - 1. Speaker intro
  - iv. Follow Up and ToDo (15 Minutes)
- i. Determine the top “5” concerns of student technology
  - i. What are the Support calls - data? C

#### 4. Potential Topics by month

- a. September - “RFC” and Campus Feedback Meeting
  - i. (RFC = Request for Comment)
  - ii. What do students care about/need? (part 1)
    - 1. Data collection on top student IT issues
      - a. Student survey out by end of this month? - Chris leads with Marin
      - b. CUSG Voice / IT Priorities - Chris invites
      - c. Data from Call Center -
      - d. Info fair informal survey
        - i. Butcher Paper
      - e. Survey campus interest groups (LGBT, Etc)
        - i. There may be a priority for LGBT because of MyCuInfo issues as an example.
  - iii. Guests:
    - 1. Representative from CUSG
    - 2. Possible representative from other Governance groups (if not now, later)
    - 3. Other group
- b. October - Priorities List
  - i. What do students care about/need (part 2) Final preparation of the list?
    - 1. Develop Initial Priorities List
    - 2. This list sets the group’s agenda for the rest of the school year
  - ii. Guests:
    - 1. Probably nobody
    - 2. Maybe someone we want more information from
- c. November - Meet with Larry, et. al.
  - i. Present our top priorities
  - ii. Perhaps identify the order of things to work on
- d. December (try to have this even if it’s around finals)
  - i. (an item from the top “5” list)
- e. January (no meeting because of break?)
- f. February (another item from the top “5” list)
- g. March (another item from the top “5” list)
- h. April (another item from the top “5” list)
- i. May (another item from the top “5” list)
- j. June

- k. July (no meeting?)
- l. August
- m. September