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 vendor 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?

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