IT Governance Program – Teaching & Transformational Learning Technologies Committee

Meeting Minutes

November 7, 2017
12:00 – 2:00 p.m.
Memorial Student Center Room 2406B

Attendance:

<table>
<thead>
<tr>
<th>TTLTC Members</th>
<th>TTLTC Members</th>
<th>Ex-Officio Members</th>
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<tbody>
<tr>
<td>Dr. Christian Brannstrom</td>
<td>Dr. Catharina Laporte</td>
<td>Regina Greenwood</td>
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<td>X Dr. Trina Davis</td>
<td>X Daniel Munoz</td>
<td>X Dr. Jim Snell</td>
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<tr>
<td>X Dr. Kim Dooley</td>
<td>Tyler Raszick</td>
<td>Ron Szabo</td>
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<td>X Dr. Tatiana Erukhimova</td>
<td>Dr. Tim Scott</td>
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<td>Dr. Yvette Hester</td>
<td>X Dr. Heather Wilkinson</td>
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<td>X Dr. Beverly Irby</td>
<td>X Dr. Mark Zoran</td>
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<td>Dr. Tim Jacobs</td>
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<tr>
<th>ITG Program Support</th>
<th>TTLTC Guests</th>
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<tr>
<td>X Juan Garza</td>
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<td>X Joshua Kissee</td>
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<tr>
<td>X Missy Mouton</td>
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<td>Lea Ann Westmoreland</td>
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Minutes: Scheduled Business

Item 1: Welcome & Lunch
Description:

Josh Kissee welcomed the committee members followed by brief introductions.

Item 2: Committee Logistics & ITG Website
Description:

Josh Kissee gave an overview for the meetings with an IT Governance Presentation. The committee logistics included email addresses and meeting dates and locations. Meeting minute approvals will be
made via email.

To Email TTLTC: itgovernance-ttltc@lists.tamu.edu
To Email ALL committees: itgovernance-all@lists.tamu.edu
To Email the University at large: itgovernance@tamu.edu
To Email the ITG Chair persons: itgovernance-chairs@lists.tamu.edu

ITG Website: University Wide IT Governance website: http://cio.tamu.edu/it-governance/
The committee toured the ITG site to review committee roles, terms and procedures, members, agendas, minutes, mission, purpose, and responsibilities. Will decide later if members choose to share their personal emails on this site. The site will go live during December.

ITG Committee Management Software: Narrowed down to two options:
- BoardEffect
- Convene

Additional info will be sent out on both of these and a webinar for each will be scheduled. A poll for input will follow.

There was some discussion regarding the calendar and location of these meetings. It was decided that the meeting location be consistently at the Computing Services Center, Conference Room 004.

Minutes will be sent out to the committee for approval via email.

**Item 3: Review of Parliamentary Procedure**

Description: *Roberts Rules of Order*

Discussed the particulars and what parts of this procedure that we will be using.
- Main Motion, requires a second
- Amendment
- Postpone to a definite time – add a date
- Refer to committee
- Call the question/Motion to stop discussion
- Adjourn or Recess
- Points of order- Needs no second
- Point of information
- Point of personal privilege

Summary: Motion, Second, discussion, then take action.
- A second is not necessary for “Points of”.
- Minutes are not approved by formal committee session.
- Quorum of 6 members needed.
- Majority vote from within the count of voting members to carry a decision.
Item 4: **Election of Chairperson and Parliamentarian**

Description:

Selection of Chair: Discussion regarding the term of the chair. The first year will go from September to July, the committee runs by fiscal year. There is no term limitation yet and the chairperson can be re-elected. A motion was made and seconded that Catharina Laporte be made chair of this meeting. She agreed until July and would like a vote after that point.

Selection of Parliamentarian: Beverly Irby volunteered to be Parliamentarian until July.

Item 5: **Current State of Analysis Exercise to Select ITG Topics for FY18**

Description:

The room was divided into three stations for this exercise. The following questions were posted:

Component 1: What goals, initiatives, projects, or planned outcomes (preferably at the University-wide level) will need the support of IT to be successful and in what way(s).

Component 2: Where do you believe IT across the University shows a strength, weakness, or is missing an opportunity?

Component 3: What needs would you like to see the IT Governance Program address in FY18? What questions or guidance do you have for the development of a “climate survey” to be distributed across the University?

Shared findings for these three components based on recording of the flip chart data.

1. What goals, initiatives, projects, or planned outcomes will need the support of IT to be successful?
   - Distance Education
   - LMS eCampus needs of FAC & Students
   - Support for Transformational Learning
   - Classroom IT support (Wi-Fi, broadband, safety)
   - MediaMatrix Replacement project
   - Accessibility/Disability
   - Academic honesty
   - Active Learning spaces-Rules around support
   - Inclusion & Training programs- Undergrad TA’s, grad TA’s etc
   - Continued Leveraging size of campus for software and support

2. Where do you believe IT across the university displays a strength, weakness, or is missing an opportunity?
   - Very good talent (is across campus and not available to all)
   - Classroom design & Technology
   - Amount of Variation among different learning management systems
   - Bandwidth in certain locations
   - Incubator space- Instructional
   - No structures on adoption of central procurement
• Faculty resources
• Relief/Tech services
• Vendors leverage
• Our size & Buying
• Power for adequate support
• High level communication negotiation

3. What needs would you like to see the ITG program address in FY18? How would these needs go into a climate survey.
• Wireless capacity in curricular & Co-curricular settings
• Faculty development – Around best practices
• Compliance for Authentication
• Inclusivity and accessibility and social justice
• Class safety
• Satisfaction with eCampus
• Technology/Instructional needs and equipment needs
• Use/Comfort with Technology

Adjourned at 1:52 p.m.

Action Items

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<tr>
<th>Action/Description</th>
<th>Assigned To</th>
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<tr>
<td>Take the capital P off of LaPorte making it Laporte</td>
<td>Josh Kissee</td>
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<td>Change Heather Wilkinson’s title to Associate Dean</td>
<td>Josh Kissee</td>
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<td>Change Dr. Tim Scott’s title to Assistant Provost</td>
<td>Josh Kissee</td>
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<td>Change Mark Zoran’s title to ACTING Associate Provost</td>
<td>Josh Kissee</td>
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<td>Contact Chris Norton in TCOM regarding duress button</td>
<td>Josh Kissee</td>
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