Annual Report

Information Technology Committee
AY 2021-2022

Leadership

Fall Election
Due to the timing of the annual Faculty Senate election for representation on standing committees, the ITC holds its officer election during the first meeting of the fall semester. The process for this election was codified in our bylaws in Spring 2021, and we followed those procedures this fall. An election committee of continuing members was formed, and they solicited nominations for a Chair, Vice Chair, and Secretary. Stuart Barnett was elected as Chair, Kimberly Meyer was elected Vice Chair, and Lisa Washko was elected secretary.

Acting Chair
In January 2022, Chair Stuart Barnett resigned from the ITC due to unexpected events. Vice Chair Kimberly Meyer maintained continuity of operations and served as Acting Chair for the remainder of the academic year.

Annual/Reoccurring Tasks, 2021-2022

A continuing yearly task for the university, a Hardware-Software subcommittee was formed during the fall semester, and that subcommittee solicited, evaluated, and ranked requests for hardware and software for student use.

As in recent years, and regularly noted in the annual reports, the committee approved maintenance, renewal, and upgrades for software currently available in student classrooms and labs, which has been customary for the last several years. Even with just renewals and upgrades, the approved requests totaled $223,662, not counting extra licenses for a vendor changing their license format (compared to last year's $223,284). New requests totaled $22,365. The committee found some new requests to be appropriate, while referring some requests to freeware solutions, shared licenses, or other potentially cost-saving solutions. The new requests were ranked, as in previous years, with the hope that additional resources might be found to provide these requests. Should those requests be funded now or in the future, they would increase the ongoing renewal/upgrade costs.

Hardware requests were received in the amount of $38,000. $27,000 of these were deemed appropriate to rank, as one request was already included in the annual IT budget request.

A few additional requests were received through IT at other times of the year and referred to the ITC for discussion. For example, the ITC worked with IT to explore the use of Minitab on campus and is having ongoing discussions about duplicity of various survey software options.

Committee Activities Throughout the Year (discussions and feedback)

Online Portfolios: The committee continues to monitor use of online portfolios and successes/concerns of the various parties involved with their use. A subcommittee has been gathering feedback, making improvements to documentation, and generally monitoring the process for four years, since the first pilot for online submission. In January 2022, ITC members met with the CCSU Provost, Deans, CCSU IT, and representatives from ECSU for a demo of the Interfolio software that ECSU uses for their online portfolios. All members in attendance were pleased with the software in terms of resolving some workflow problems had at the Dean/Provost levels, while having some reservations about its use for renewal portfolios. IT has entered into a contract with Interfolio for a pilot test of the software in Summer 2022. The portfolio materials to be reviewed will come from ITC volunteers.

Website: The ITC has taken on a somewhat new role this year of providing feedback on the university website, specifically as Institutional Marketing has started early steps toward website conversion. The Director of Institutional Marketing has started attending ITC meetings and providing regular updates on the status of website migration, along with discussions of content. The Website Subcommittee plans to work a 12-month schedule due to the continuing efforts on this project, particularly late this spring and early this summer.

Online Proctoring: As part of maintaining NECHE accreditation, the ITC has been responsible for the RFP process for identifying a new online test proctoring and identity verification service. To date, the RFP has been launched, and bids have been received and reviewed. Finalists will be contacted the week of April 25, 2022, and we are currently on-schedule for a new contract to be in place and ready for course use before the expiration of the current contract on June 30, 2022.

IT Liaison: The ITC takes its responsibility as a liaison or conduit between the general university (individual departments, faculty, and administration) and IT. Throughout the year, we have entertained a large number of IT requests, concerns, and initiatives. Some of those topics are listed below, and minutes from our meetings can be found online or by request from the Secretary or Acting Chair.
- Classroom technology issues (e.g., disconnecting cameras, shut down of projectors), particularly in Fall 2021, when many people returned to campus for the first time since Spring 2020
- Communication about the "log4j" security vulnerability on campus, and the resulting disabling of select technologies to prevent security risks
- Options for increasing response to student course evaluations via CoursEval
- Soliciting of volunteers for PaperCut testing of mobile printing options

Summer Subcommittee: In light of the significant amount of work IT does over the summer (e.g., six year refreshes, website updates), the ITC has formed a subcommittee that can be engaged and in communication over the summer. This is included in the Chair's responsibility, per our bylaws amended in Spring 2021, and this year the Acting Chair and two other members of the committee have volunteered to serve in this capacity.

Initial Goals for AY 2022-2023
Study and determine possible solutions to reduce duplicity of software used on campus (e.g., Zoom/Teams/Skype/WebEx, Minitab and other statistical software, SelectSuvey and other survey

software/subscriptions) to try to reduce cost. The ITC has recorded a timeline for necessary decisions on this issue needed within the next year.

Continue practices that have been successful this year, including a smaller ITC leadership committee convening meetings with the CIO in preparation for the larger monthly meeting and inclusion of interested parties (e.g., Director of Institutional Marketing, UPBC Chair) as speakers to the ITC, to facilitate information sharing.

As we have learned over the last two years, the ITC will continue to be an essential conduit for university technology initiatives, as charged in the committee's bylaws:

A. *Prioritizing all projects related to academic computing that require IT department resources. Purchases formerly handled through the budget process, through appeals to Deans, or to the CIO, or through departmental expenditure, should be referred to the ITC for consultation and prioritization.*
B. *Developing policy recommendations related to academic computing.*
C. *Reviewing all policies that impact academic computing*

Respectfully submitted,
Kimberly Meyer, Acting Chair, ITC
April 24, 2022

Annual Report

Information Technology Committee
AY 2020-2021

Fall Election

Due to the timing of the Faculty Senate election of standing committee representatives in Spring 2020, the ITC held its officer election during the first meeting of the fall semester, as has been customary in prior years. Stuart Barnett was elected as Chair, Tom Burkholder was elected as Vice Chair, and Lisa Washko was elected as Secretary.

Because of the timeline of Faculty Senate elections over the last several years, ITC codified its fall election procedures in our bylaws so we can use that procedure going forward. That bylaws revision was completed and approved by voting members in April 2021 (see following pages). In accordance with those procedures, an Elections Subcommittee was established this spring to govern the 2021 fall election.

Annual/Reoccurring Tasks, 2020-2021

Hardware/Software Requests:

A continuing yearly task for the university, a Hardware-Software subcommittee was formed in October 2020, and that subcommittee solicited, evaluated, and ranked requests for hardware and software for student use in classrooms and labs. These requests are typically divided into separate categories for "renewals and upgrades" (i.e., keeping what we currently have) and "new requests" (i.e., new programs or accounts) that, if approved, would eventually be rolled into the category of renewals. Renewals and upgrades resulted in a request for $223,284 (compared to $227,937 in December 2019). Requests for additional new software totaled $39,950. The committee found it necessary to renew existing software and deemed some new requests appropriate and worthy of prioritizing within the context of the upcoming budget request. New hardware requests were received in the amount of $28,000.

Facing a dwindling budget, the CIO suggested that the Hardware-Software Subcommittee use the extra time provided by the delay in the budget process to prioritize the requests so that additional funding could be found and/or IT can use such a priority list to make informed decisions about the difficult task of potentially declining some requests due to lack of funding. This is contrary to the ITC's usual task of voting on approval of the budget request for the upcoming year during our December meeting. With the CIO's request in mind, the Hardware-Software Subcommittee was tasked with prioritizing the funding list based on cost per student and availability of free alternatives or use of other options already provided (e.g., RStudio for SPSS). There was also discussion of a technology fee.

A prioritized list of renewals/upgrades and new requests was developed, and the CIO worked with the CFO in search of a variety of options for funding new and ongoing requests.

New Programs: As established last year, the ITC occasionally reviews new program plans that require significant hardware/software investment, to ensure IT is aware of those needs. Two programs – Data Science and Instructional Engineering – were reviewed by the ITC. Identified costs (e.g., licensing) not already included in the proposals were added, and the programs were approved, contingent upon the addition of such information.

Committee Activities Throughout the Year (discussions and feedback)

Online Portfolios: The committee continued to monitor the use of online portfolios that were used by a small pilot of first-year renewals in 2018-2019 and used by nearly all spring renewals on an emergency basis in 2019-2020. Since the provision of online portfolios is a collaboration between the Faculty Senate and individual departments, ITC assumed its role in service to the Faculty Senate by continuing the subcommittee from last year on this issue. Specifically, it received feedback from the Provost's Office requesting standardized labeling of folders to facilitate review: It is not enough to have consistent guidelines for each department, but each college and really everyone across the university needs to use the same base structure. The ITC subcommittee on online portfolios published revised instructions for candidates submitting portfolios, DECs, and those reviewing portfolios. The Provost's Office is working to ensure HR gets the records in a timely fashion.

Pandemic-Related Expenditures: The ITC remained aware of pandemic-related expenditures incurred by IT over this academic year. The majority were funded by the State, with CARES money providing for student laptops. ITC members helped to advertise the availability of these options to the larger campus community.

Online Learning Committee: The Online Learning Committee and ITC developed and ran a joint survey for faculty feedback regarding online learning, with raw data and some analysis shared during our February meeting. The Online Learning Committee is establishing next steps based on the results.

Website: ITC reviewed IT website changes throughout the year to focus on creating a more user-focused design, including a chatbot called "Ask Kizer" where students can get information. Many of these changes were rolled out in late fall/early spring. IT also used a "World Café" format to gather input from the university on a larger website redesign, and ITC members participated in that event in Spring 2021.

IT Liaison: In light of the university's emergency switch to online operations in Spring 2020 and continuance of many functions online during this academic year, the ITC had a more prominent role in many university conversations during this academic year. We take seriously our role as a conduit for IT-related information, questions, initiatives, and concerns. Some topics considered by the committee this year are listed below, with more detailed minutes from the year's meetings posted on the WordPress site http://itc.ccsu.edu or available from the Chair.
- Questions and concerns regarding hyflex technology (Kaltura), classroom space, and how to get students to take on-ground classes in Spring 2021 and Fall 2021
- Online tools for tasks previously completed in hard copy: MS Forms for surveys, quizzes, forms; Select Survey for more advanced features; Adobe Acrobat DC and Adobe Sign for

document completion, etc.
- Migration from the S: drive to Teams (Spring 2020 start, concluding in Fall 2020)
- Adobe licensing: On-campus licensing vs. named licenses for students and faculty in need of software to complete specific courses (initially done during the Spring 2020 emergency)
- Zoom licenses for faculty use, including online synchronous classes held via Zoom

Initial Goals for AY 2021-2022

Hold a special fall election again to vote for ITC leadership, pursuant to recent changes in our bylaws.

Revisit initiatives that have become somewhat dormant (e.g., Website Advisory Committee, successful processing of hardware requests, an ITC advisory committee that meets between larger meetings, etc.).

Given continuing challenges and adaptations made in response to the COVID-19 pandemic, it is likely that the ITC will remain an essential conduit for university technology initiatives, as charged in the committee's bylaws:

A. *Prioritizing all projects related to academic computing that require IT department resources. Purchases formerly handled through the budget process, through appeals to Deans, or to the CIO, or through departmental expenditure, should be referred to the ITC for consultation and prioritization.*
B. *Developing policy recommendations related to academic computing.*
C. *Reviewing all policies that impact academic computing*

Respectfully submitted,
Kimberly Meyer, Acting Chair of the ITC (2021-2022)
April 25, 2022

ITC Bylaws

I. Functions and Responsibilities

1. The Faculty Senate's Information Technology Committee ("ITC") is responsible for:

   A. Making and receiving recommendations, inquiries and proposals concerning the application and use of technology to teaching, learning, research and scholarship.

   B. Providing a channel for concerns and suggestions from the community.

2. The ITC is charged with:

   A. Establishing priorities for academic technology, which includes—but is not limited to—faculty computing, classrooms, labs, software, training, learning management systems, academic web- and cloud-based services, and the websites of schools, departments, and faculty members.

   B. Reviewing and recommending policies and plans related to academic technology, information technology, and media supporting the teaching, learning, research, scholarship and advising activities of faculty and students.

   C. Prioritizing all projects related to academic technology that require IT department resources. Purchases formerly handled through the budget process, through appeals to deans, or to the CIO, or through departmental expenditure, should be referred to the ITC for consultation and prioritization.

   D. Serving as an advisory body to the university's CIO.

3. The ITC reports to:

   A. The Faculty Senate, annually.

II. Membership

Faculty members shall be elected to the ITC by their undergraduate schools through Faculty Senate nominations made during the Spring semester. As promptly as possible after the Faculty Senate has acknowledged the nominations, the Faculty Senate will oversee the general election where faculty members in each School elect the representatives for their School. Administrative faculty will be elected by their constituents. All members shall be elected for two-year, staggered terms. All ex-officio appointments will be made by their respective Dean or Director.

For the Ammon College of Liberal Arts and Social Sciences and the School of Engineering, Science, and Technology, the winner of each area-specific seat shall be the candidate with the highest number of votes from the area, and the winners of the at-large positions (if applicable) shall be the candidates with the highest numbers of votes, once the area-specific winners are removed from the pool.

Membership shall be based on the following distribution.

Area

School of Business Faculty (AAUP) 2

School of Education and Professional Studies Faculty (AAUP) 3

School of Engineering, Science, and Technology Faculty (AAUP) 4

    Engineering and Technology – Computer Electronics and Graphics Technology, Engineering, Manufacturing and Construction Management, Technology and Engineering Education 1

    Natural Sciences-Biology, Biomolecular Sciences, Chemistry and Biochemistry, Geological Sciences, Physics & Engineering Physics 1

    Mathematics/Computer Science – Mathematical Sciences, Computer Science 1

    School of Engineering, Science, and Technology – at large 1

Ammon College of Liberal Arts and Social Sciences Faculty (AAUP): 6

    Social and Behavioral Sciences – Anthropology, Criminology/Criminal Justice, Communication, Economics, Geography, Political Science, Psychological Science, Sociology 2

    Humanities – English, History, Journalism, Philosophy, World Languages, Literatures, and Cultures 2

    Fine Arts – Art, Music, Theater, Design 1

Ammon College of Liberal Arts and Social Sciences – at large 1

Library Faculty (AAUP) 1

Administrative Faculty (SUOAF-AFSCME) 2

Ex Officio Appointments (all non-voting)

Dean, Ammon College of Liberal Arts and Social Sciences 1

Dean, School of Business 1

Dean, School of Education and Professional Studies 1

Dean, School of Engineering, Science, and Technology 1

Director of Library Services 1

Chief Information Officer 1

Associate Vice President, Graduate Studies, Research, and Faculty Development 1

LMS Administrator 1

III. Organization

A. Elections

1. The Information Technology Committee (ITC) shall organize itself as follows:

a. The Election Committee shall be formed during or before the last scheduled meeting of the academic year. Members of the Election Committee must be in the first year of their term on the ITC. Before the first meeting of the subsequent academic year, the Election Committee shall solicit a slate of potential officers to lead ITC for that year. The officers thus nominated may be current or newly elected or re-elected ITC members representing academic departments. Newly elected members must have served on the ITC previously in order to be eligible. They will consist of a chair, vice chair and secretary.

b. The committee shall organize itself no earlier than the first week of each academic year, but not later than the fourth week of the Fall semester. For election purposes, the ITC may hold its first meeting of the academic year earlier than the first Friday of the month if necessary. The election of officers shall be the first agenda item following approval of the minutes during the first regularly scheduled meeting of the academic year. Officers for the academic year shall be voted on by secret ballot and decided by majority vote. The Election Committee shall be prepared to facilitate an electronic vote either during the meeting or later that same day in cases of contested elections. If the vote is later that same day, the Election Committee shall communicate the results of the election to the current Chair, who will notify the ITC by email that same day. Officers shall formally assume their duties, immediately after the results of the vote are announced.

c. Officers will serve in the position until the end of the first meeting of the subsequent academic year and are responsible for any ongoing or emergency ITC leadership responsibilities during the summer. The outgoing secretary will take minutes for the first meeting, the outgoing chair will be responsible for drawing up the agenda of the first meeting and leading the first meeting.

d. If any of the officers are not returning to campus in the fall, the remaining officers will appoint elected member(s) to serve in an interim position until the end of the first meeting. Interim candidates may be considered for election into the position for the rest of the year. If all three Offices are not returning, the chair of the faculty senate will

appoint interim officers for all three positions until the first meeting and fall elections are completed.

e. The new officers shall set a time and place for the second meeting of the academic year. Traditionally, the ITC meets on the first Friday of the month, at 1:15 PM. Officers shall inform the membership of this meeting in writing and/or via electronic mail.

B. Duties of the Officers and others

1. The Chair

a. Shall call and preside at all meetings.

b. Shall draw up and circulate an agenda three working days in advance of each monthly or special meeting.

c. Shall represent ITC at the Faculty Senate and in all other University matters, or shall provide for such representation.

d. May participate in debate as any other member, and vote in case of a tie.

e. Shall serve a one-year term and may not serve more than two consecutive terms.

f. Shall have served at least one year on the ITC prior to being chair.

2. The Vice Chair

a. In the absence of the chair, the vice chair shall assume all of the chair's duties. If the chair cannot complete the term, then the vice chair shall become the chair for the remainder of the term.

b. If the vice chair is vacated prior to the expiration of the term, a special election shall be held at the next regularly scheduled meeting following normal procedures for electing officers.

c. Shall serve a one-year term and may not serve more than two consecutive terms.

3. The Secretary

a. Shall keep a record of the proceedings of each meeting, including a correct statement of every motion made and the manner in which it was disposed; the names of the members of all committees and of all other officers of the body; a true copy of every resolution acted upon, with the affirmative and negative votes cast thereon; and all other transactions of each session and its meetings.

b. Shall be responsible for maintaining the permanent records of ITC and the distribution or posting of ITC minutes to all ITC members and other required or interested parties within 20 days following the meeting.

c. By the second meeting of each academic year, shall distribute or post copies of the duties and responsibilities of ITC and its bylaws to all members.

4. Committees

A. The Election Committee

    1. Shall consist of at least two members elected by the end of the spring semester and shall oversee the elections of officers in the first meeting in the fall of the subsequent academic year.

    2. Members shall recuse themselves from the Election Committee if they are nominated for office.

    3. Members shall be in the first year of their term on the ITC.

B. The ITC shall be privileged to establish such ad hoc subcommittees and/or permanent subcommittees as shall be deemed advisable.

C. Subcommittees shall meet prior to all regular ITC meetings where pertinent items appear on the agenda.

IV. Floor Procedures

A. Robert's Rules of Order, in its latest edition, shall be considered authoritative for all questions of parliamentary procedure.

B. The Chair shall provide each member with a copy of any main motion for general business at least ten (10) days in advance of the meeting at which that main motion is to be voted on. However, upon a unanimous concurrence of the ITC members present this 10-day advance may be waived.

C. The Chair shall include on the agenda any item proposed by any ITC member. If not included in time for inclusion on that month's agenda, it will be included on the following month's agenda.

D. Regular ITC meetings shall be held each month of the academic year, but if the Chair determines that there are no significant committee reports, old business or new business for the agenda, then the chair may postpone a regular meeting's business to the next month.

E. On the petition of any five (5) members of the ITC, the Chair must call a special meeting within two calendar weeks of receipt of the petition unless a regular meeting is scheduled within three weeks of receipt of the petition. The Chair has authority to call a special meeting. The agenda for a special meeting must be circulated 10 days in advance.

F. A quorum is one-half of all members eligible to vote.

G. In the absence of a quorum, an electronic vote may be conducted subsequent to the meeting.

H. These Bylaws may be amended by a 2/3 vote of the members present at any regular or special meeting of the ITC, provided that written proposed amendments are presented to ITC members via the Chair at least one week prior to the meeting.

I. The order of business normally shall be call to order, approval of minutes of the previous meeting, announcements, committee reports, unfinished business, new business, and adjournment.

Approved by the ITC, April 9, 2021