Minutes of the IT Steering Committee (ITSC) Meeting
March 24, 2006 – 10:00 am - noon

PRESENT: Mr. Tahir Amlani, Ms. Sandra Aversa, Dr. Subir Bandyopadhyay, Dr. Lara Doan, Ms. Jeanne Drouillard, Ms. Gwen Ebbett, Mr. Roger Lauzon, Dr. Todd Loughead, Prof. Brian Mazer (chair), Dr. Chike Okechuku, Dr. Mike Salter, Ms. Zora Sanson and Dr. Robert Schurko.

GUESTS: Mr. Guy Allen, Ms. Purita Bristow, Mr. Richard Dumala, Mr. Sean Moriarty and Ms. Janna–Lynn Weber

ABSENT WITH REGRETS: Dr. Nihar Biswas, Dr. Lori Buchanan, Ms. Eryn Campbell, Mr. Shahriar Chandon, Ms. Lisa High, Ms. Anna Kirby, Mr. Zillur Rahman, Dr. Todd Sands, Dr. Clayton Smith, and Dr. Keith Taylor.

1. Report from the Executive Committee:

   Approval of the Agenda
   MOTION: That the Agenda be approved.  
               Mr. Lauzon/Mr. Amlani 
               CARRIED
   
   Mr. Lauzon, Chair of the ITSC Executive Committee, noted that, to date, there are no nominations for the faculty representative on the Executive Committee, replacing Dr. Biswas. The IT Budget subcommittee has met a number of times and has a further meeting scheduled in order to prepare the recommendations for consideration by the IT Steering Committee at its meeting of April 7th.

2. Approval of Meeting Minutes:
   MOTION: That the minutes of the meeting of January 13th be approved, as circulated.  
               Ms. Aversa/Mr. Amlani 
               CARRIED

3. Business Arising From the Minutes:

3.1 Campus Wireless Project
   The wireless event on February 21st was well attended. There are currently over 1000 access points across campus. The ability to access IMAP through wireless is still being reviewed by the Systems group in ITS. They hope to have a solution to report by the May meeting of the Steering Committee.

3.2 Blackberry Project
   CSCI has reached its commitment goal of 300 users for the Windsor/Essex County Area. They are currently looking into upgrades and how these will be handled. There is a Blackberry event being planned. The Telus representatives were on campus to address billing issues and plan changes. Mr. Moriarty will request that Telus advise Blackberry users of any credits to be issued to them.

3.3 LMS Evaluation Project
   Professor Mazer updated the ITSC on the status of the LMS Project. A request on behalf of the LMS Evaluation Committee for funding to engage a consulting service was approved and a contract with a service has been entered into. A detailed evaluation of the three systems (Blackboard, Desire2Learn and Sakai) was submitted to the Evaluation Committee by a CFL and ITS technical ‘team’. The Sakai option includes an examination of the use of one or more of the Sakai Commercial Affiliates for consultation, installation assistance and support. The technical ‘team’ is preparing a report detailing long-term and capital costs for each alternative. A report to the President will be forthcoming.
4. Subcommittees and Working Groups

Professor Mazer presented the recommendations from the Executive Committee for standing subcommittee memberships and their co-chairs:

- **IT Budget** – Co-chairs, Brian Mazer and Roger Lauzon,
  Members - Eryn Campbell, Jeanne Drouillard, Gwen Ebbett, Todd Sands

- **Security** – Co-chairs, Brian Mazer and Ed Drouillard,
  Members - Greg Marcotte, John Osbourne, Art Rhyno, Todd Sands, Richard Taylor

- **Student Computing** - Co-chairs, Clayton Smith and Sean Moriarty
  Members – Tahir Amlani, Lara Doan, Greg Marcotte, Leila Wallenius, Brooke White

- **Systems and Services** – Co-chairs, Jeanne Drouillard and Purita Bristow
  Members – Sandra Aversa, Ed Drouillard, Cathy Maskell, Chike Okechuku, Todd Sands, Robert Shurko

**MOTION:** That the recommendation regarding the standing subcommittees be approved.

Mr. Lauzon/ Ms. Ebbett
CARRIED

Professor Mazer noted the membership of the Working Group on Videoconferencing which has been working on its mandate for almost a year.

**Working Group on Videoconferencing Policy** - Chair – Brian Mazer
Members – Jeanne Drouillard, Gwen Ebbett, Roger Lauzon, Todd Sands

Professor Mazer presented the recommendation for membership to the Joint Working Group on Technology in the Classroom and Examinations and their chair:

**Joint Working Group on Student Use of Technology in the Classroom and Examinations** –
Chair, Clayton Smith
Members- Walid Ahmed (UWSA – ITSC – Nominee), Guy Allen, Subir Bandyopadhyay, Sean Moriarty, Ziad Raslan (USWA – Student Committee Nominee), Dave Wilbur, Renee Wintermute

**MOTION:** That the recommendation regarding the Joint Working Group on Student Use of Technology in the Classroom and Examinations be approved.

Mr. Lauzon/ Ms. Ebbett
CARRIED

5. Report from CFL

Ms. Drouillard summarized the recent developments in CFL including multi-media installations, studio facilities for audio and video production, upgrading of the sound studio, video productions, equipment booking, videoconferencing bookings and support, workshops for faculty development and support, remedial support for classroom instruction as well as the availability of English as a second language program for faculty to improve their oral language skills.

She noted new systems, online equipment booking, the podcasting pilot as well as the pilot for use of clicker technology. She also noted future projects such as classroom upgrades, a database booking system, expansion of videoconferencing facilities as well as a departmental recognition event which is being planned.

To keep the campus abreast of what is happening in CFL, an online magazine reFLEXions has been created.

6. IT Leader Update

Mr. Allen updated the committee on the rollout of the IT Leader program. There is a plan for further expansion of the program, in the spring of 2006, beyond the existing 35 IT Leaders.

7. Website Usability Study

Mr. Dumala, along with his student Ms. Weber, outlined the process of evaluating department websites with a usability study. This study allows departments to work with the ITS Web Team to identify issues
within their websites. They will continue to review sites on a demand basis until all campus sites are complete.

8. **Videoconferencing Report**
Professor Mazer noted that the Working Group on Videoconferencing has completed its task with regard to policy recommendations for the first stage of videoconferencing; responsibilities and support for videoconferencing in classrooms and conference rooms. He noted that this will entail reallocation of resources in accordance with the recommendations for the allocation of responsibility for videoconferencing support. Professor Mazer also noted that budgetary support is required in order to implement the recommendations. Those budgetary requests will be made in the normal budget process. The Working Group’s report has been submitted to the Provost and Vice-President, Academic who has informed the Senior Management Group of the report and recommendations.

9. **IT Budget Report**
Mr. Lauzon reviewed the budget submissions and approvals from the budget process last year and the draft submissions for this year. He requested that the committee members review the tabled documents and provide feedback regarding priorities to the Budget Subcommittee.

10. **Next Meeting**
The next meeting of the ITSC will be April 7, 2006.

11. **Adjournment:**
The meeting adjourned at noon.