Faculty Senate

Technology Committee

September 29, 2016

Meeting Location & Time: Odum Library room 1480 (11:00 pm – 12:00 pm).
Members Present: Brian Ring, John Crowley, Joe Mason, Kyoungim Park, Mark Groszos, Haiquan Chen, Jennifer Gill, Steve Downey, Daesang Kim, Denise Sauls, Dharini Bhammar, Jessica Lee, Samantha Paul, Sterlin Sanders, Ashley Williams, Shawn Merdinger
Members Absent: Marc Pufong, Brian Haugabrock, Meg Giddings, Damon Brown
Proxy Vote Representation: N/A
Visitors: Malynda Dorsey (Assistant IT Services), Joe Newton (Chief Technology Officer IT), Ike Martin (IT)

Meeting Minutes

1. Introduction of new members and guests.

2. Agenda Item 1: **Technology Master Project List** from last year. The idea of establishing a **baseline** for existing technology and processes (i.e. software or online forms) was discussed. A baseline will allow the committee and IT to access an inventory of existing technology so that when public requests are made by the university community, these requests may already exist. Therefore, non-existing requests can be added to the baseline in the future so that they may also be prioritized. Sterlin Sanders in conjunction with IT will work to establish this baseline of existing technology for teaching, faculty/staff, and individual or departmental groups.

3. Agenda Item 2: **Streamlining the Management of Senate Committees** as requested by the Faculty Senate Committee on Committees (CoCo; **Attachment A**). The Faculty Senate replaces 1/3 of its members yearly so that all members can serve a 3 year rotation. In addition, members resign or leave VSU on an ongoing basis and are replaced. The management of the 60 members and the various members on statutory and standing committees is an ongoing and arduous task. Currently the membership list is maintained by CoCo in various excel spreadsheets that are frequently updated and uploaded to the Faculty Senate website as pdf files (https://www.valdosta.edu/administration/faculty-senate/committees.php). We discussed the use of **Microsoft Share Point** as a means of streamlining the CoCo tasks so that updates can be made to existing lists in real-time (i.e. on and off campus) and automatically updated to the Faculty Senate web links. Joe Newton explained how this could be set up at VSU and Malynda Dorsey would help provide training from IT. We will discuss further at our next meeting.

4. We discussed membership on this Technology committee and the idea of **changing the bylaws** so that faculty and staff from the Colleges and Library involved in Technology related committees (on those levels) would be "requested to serve on this committee". This is a great idea as we could align better with the college level committees and requests such as those related to the Technology Master List might better be communicated. Edits of bylaws will be made and discussed for approval at our next meeting.

5. Prior subcommittees discussed in the last meeting will provide their **charge** into next year at our next meeting or they will be removed.

6. We discussed a **web form for students to request overrides** into courses currently used in the Biology Department. This form allows electronic requests for class size, prerequisite, and time conflict overrides and will be discussed more and possibly made available to other departments at our next meeting.

7. We added Joe Newton & Malynda Dorsey as **ex officio members** to this committee.

Meeting Adjourned @ 11:55 AM.

Appendix A. Technology Committee Roster 2015-2016 of attendance. To be used as record of attendance or proxy notification. Use N=No, Y=Yes, and P=Proxy and include name.

Date of meeting: September 29, 2016

Present

N	A&S	Marc G. Pufong	mpufong@valdosta.edu	CE	Sen	2016-2019
Y	A&S	Brian Ring	bcring@valdosta.edu	C	Sen	2015-2018
Y	A&S	John Crowley	jcrowley@valdosta.edu		Sen	2015-2018
N/A	LIB	Mike Holt	moholt@valdosta.edu	PC	Sen	2014-2017
Y	COA	Joe Mason	jwmason@valdosta.edu			2015-2018
Y	COA	Kyoungim Park	kpark@valdosta.edu			2016-2019
Y	A&S	Mark Groszos	msgroszo@valdosta.edu			2014-2017
Y	A&S	Haiquan Chen	hachen@valdosta.edu			2014-2017
	COBA	Ryan Schmidt	ryschmidt@valdosta.edu	LEFT VSU	WILL REPLACE	2014-2017
Y	COBA	Jennifer Gill	jdgill@valdosta.edu			2016-2019
Y	COEHS	Steve Downey	sedowney@valdosta.edu			2015-2018
Y	COEHS	Daesang Kim	daekim@valdosta.edu			2016-2019
Y	CONHS	Denise Sauls	dhsauls@valdosta.edu			2014-2017
Y	CONHS	Dharini Bhammar	dmbhammar@valdosta.edu			2016-2019
Y	LIB	Jessica Lee	jessicalee@valdosta.edu			2016-2019
Y	LIB	Samantha Paul	sepaul@valdosta.edu			2015-2018
Y	COSA	Sterlin Sanders	ssanders@valdosta.edu			2016-2017
	Ex Officio					
Y		Ashley Williams	aawilliams@valdosta.edu	Webmaster		
N		Brian Haugabrook	bahaugab@valdosta.edu	Director of Information Technology		
Y		Shawn Merdinger	scmerdinger@valdosta.edu	Chief Information Security Officer		
N		Meg Giddings	mhgiddin@valdosta.edu	e-Learning		
N	SGA	Damon Brown	damobrown@valdosta.edu			2016-2017

NOTE: Joe Newton & Malynda will be added as ex officio by CoCo for our next meeting.

Attachment A. Request from Faculty Senate CoCo to Simplify FS Record Keeping

Received: 9/16/2016 by email

From: Dereth "Jan" Drake, Chair of Faculty Senate Committee on Committees (CoCo)

Hi Brian,

I'd like to officially ask you, as chair of the technology committee, to find out if there is some sort of software program we can use for the FS committee rosters. The program would need to be able to do the following:

1. Allow all faculty/staff to access/view the information at any time through some type of web link on the FS website.

2. Be editable by only executive committee and CoCo members from both on and off campus.

3. If possible, allow committee chairs to copy and paste their member's email addresses directly into some type of outlook or email program. This is a big challenge when the files are pdf.

Can you look into this for me? It will make things a lot easier in the future!