Minutes - Approved

Faculty Senate Technology Team Meeting
January 10, 2014 – Cohen Center – Room 221
10:00 a.m. – 11:00 a.m.

1. The team approved the minutes from its December 5, 2013 meeting.
2. Mary Banks (Business Technology Services) explained the process of how the textbook ordering system was created and implemented in the fall 2013 semester. Mary and the team discussed potential improvements to the system for the upcoming summer 2014 and fall 2014 textbook orders. The team volunteered to serve as beta testers of any revisions to the system. Already in-place improvements (that were made to the system after initial release during the fall 2013), such as adding confirmation e-mails, were reviewed along with discussion regarding possible future improvements. Mary and Charles will attend a meeting (called by Paul Snyder - Planning and Institutional Performance) on January 14th with the various entities/offices involved in the textbook ordering process.
3. The team scheduled its spring 2014 meeting dates. The meeting dates will be February 7, March 14, and April 4. All meetings will occur from 9:00 a.m. to 10:00 a.m.
4. Danielle Rosenthal and Pat O’Conner-Benson (Academic and Event Technology Services) spoke about the upcoming faculty technology needs survey. This included a demonstration of the nearly complete survey. The team will be given access to the survey shortly after the meeting so it can seek out any bugs or issues before its final presentation to the team on February 7. The survey will go live on schedule in late February/early March. All survey data will be ready for the team to evaluate and provide its collective recommendations at its April team meeting. The outcomes of the survey will also be shared with the Dean’s Council and Information Resources Committee. The question arose as to whether adjuncts were included on the various all-faculty e-mail lists. As part of the survey conversation, the question about how to best communicate to the faculty news/notifications for technology training sessions, news, etc. was raised. This will be an agenda item for the next team meeting.
5. Mary Banks (Business Technology Services) provided the following updates:
   a. Degreeworks implementation for academic advisors is progressing on schedule. It will go live this semester.
   b. The university’s document imaging initiative is moving forward in a stages. Early adoption areas include Student Records, Financial Aid, Undergraduate Admissions, and First Year Advising.
   c. Mary and Charles Fornaciari briefly summarized their report on December 10, 2013 to the Faculty Senate regarding the proposed restricted data policy. Mary and Charles remarked that the presentation was essentially straightforward and uneventful. FGCU’s General Counsel’s Office is the next step in the process of the proposed policy’s adoption process.
6. Sven Hahues (Network Services) provided an overview the recently sent e-mail regarding research, export regulations, digital document signatures, etc.
7. Cathy Duff (Provost’s Office) was unable to attend the meeting, but Charles provided her report that the distance learning ad hoc task force is still in the formation stages.
8. Michele Stork, representing the College of Education, talked about its upcoming training for teachers using iPads in the classroom. She noted that an e-mail from COE will be sent in the next day or two.
9. Daniele Rosenthal, representing the Library, discussed the upcoming spring training workshops being provided by the Library.
10. The meeting was adjourned at 10:10 a.m.

Attendance: Charles Fornaciari, Karen Landy Pat O’Connor-Benson, Danielle Rosenthal, Michele Stork, and Mary Walch
Absent: Anna Koufakou