Minutes - Approved

Faculty Senate Technology Team Meeting
February 7, 2014 – Howard Hall – Room 221
9:00 a.m. – 10:00 a.m.

1. The team approved the minutes from its January 10, 2014 meeting.

2. Danielle Rosenthal and Pat O’Conner-Benson (Academic and Event Technology Services) spoke about the upcoming faculty technology needs survey. The survey will go live on Monday, March 10, 2014 and will conclude on Friday, March 21, 2014 at 5:00 p.m. Team members will notify their respective colleges/schools about the survey via email on March 10, March 17, and once more sometime during the period of March 19-21 using an email developed primarily by Pat O’Conner-Benson with input from technology team members. Pat and Danielle will lead the compilation and tallying of the results and have those findings available to the team by its April 2014 meeting. The team will review the findings and make technology adoption recommendations at its April 2014 meeting.

3. Charles Fornaciari reported that Cathy Duff (Provost’s Office) was unable to attend the meeting, but passed along information from Cathy that the distance learning task force should be forming in the near future.

4. Darin Yohe and Mary Banks (Business Technology Services) led the discussion of the technology team’s recent beta test of the revised textbook adoption system. Overall, team members were pleased with the design and performance of the new system, and had only a few minor recommendations for final changes. Darin replied that these changes would be easy to accomplish and that the system would be ready for production use within the next couple of days. One question regarding the system’s definition of “new edition” textbooks was referred to Paul Snyder (Provost’s Office) for clarification as Paul is the person to best answer the question.

5. Collectively, Sven Hahues (Network Services), Mario Bernardo (Library), Pat O’Conner-Benson (Academic and Event Technology Services), Mary Banks (Business Technology Services), and David Jaeger (Web, e-Learning, & Publication Services) presented information on the university’s plans to migrate to Microsoft Office 2013 by the start of the Fall 2014 semester. Key points included:

   a. Most of the upgrades, both in the classrooms and on faculty/staff desktops, will occur between the end of Summer B 2014 and prior to the start of Fall 2014 semesters. In particular, the plan is to have faculty machines upgraded before they report back to work in early August 2014.

   b. Computers running Windows XP will need to be upgraded to Windows 7. This process will begin in April 2014.

   c. User training in various forms will begin being offered by the Help Desk during Spring Break 2014.
d. The Library computers will be updated as part of this process. The Library’s schedule will be a little earlier than the rest of the university.

e. Courses that include Microsoft Office instruction as part of their curriculum have already had their respective departments notified to facilitate the ordering of the proper books during the upcoming textbook adoption period.

f. The university will do everything it can to maintain maximum compatibility between the Mac and PC versions of MS Office.

g. Web, e-Learning, & Publication Services will revise the Office tutorials (located at http://www.fgcu.edu/support/) over Summer 2014.

6. The team discussed possible ways to improve university-wide communications/publicity regarding technology-related workshops. Many different topics were discussed, including the inadequacies of the current system(s). The unofficial consensus of the team seemed to be that perhaps the best solution would be to create a centralized announcements/schedule Technology Web page and begin use university resources to make the university aware of its existence and to train users to look there first for Technology-related information.

7. Pat O’Conner-Benson (Academic and Event Technology Services) and David Jaeger (Web, e-Learning, & Publication Services) discussed the upgrading of OpenText Web Site Management (formerly called Red Dot) that will take place during the week of Spring Break. University Web editors will be trained on the upgraded system prior to Spring Break.

8. David Jaeger (Web, e-Learning, & Publication Services) announced that a new Web Site developer will start work on February 10, 2014 and a new e-Learning designer will start work in early March 2014.

9. Mary Banks (Business Technology Services) made the following announcements:
   a. Banner production upgrades will take place on March 2, April 26, August 9, November 2, and December 6.
   b. Open enrollment/healthcare act data sent to the state as was required.
   c. BTS is currently working on electronic processes for application for graduation.
   d. BTS will be working on electronic processes for grade changes in the Fall 2014 semester.
   e. DegreeWorks has gone live for advisors and will go live for students in mid-February 2014.

10. Mario Bernardo (Library) had no additional information beyond what was noted earlier in these minutes.

11. The meeting was adjourned at 10:10 a.m.

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

Absent: None