

## **Minutes of IT Steering Group Meeting, October 17, 2005 10 AM**

Present: Tom Goodrow, Gail Carberry, Myra Smith, Steve Keller, Janet Wanczyk, Pat Tigue, Mike Suzor, Dave Ferry, Eileen Cusick, Kevin Mallett

Minutes of the September 12, 2005 meeting were reviewed, accepted.

### **I. Follow-up items discussed:**

- a) Marketing – spread the word: The IT Steering Group will be mentioned soon, to the campus community. IT will not mention it in any campus community correspondence until after Ira has mentioned it.
- b) Status of IT Policy and Planning Proposal Forms received:

#### **FY06-002 Develop Policy on Introducing New Software**

Eileen and Dave indicated that, while working on this proposal, they felt that it would be in the College's best interests to expand the proposal to deal with software in general, and not just "new software". A revised "STCC Software Policy" was distributed and discussed.

To be included on future copies of this policy is the Date and Revision number. When a software product is about to expire, IT will notify users that software will be removed unless licensing is updated.

After Ira announces to the Campus Community of the creation of the IT Steering Group, an email will be sent out for faculty and staff, to review the policy draft, and to comment on its contents. The intent is to get local discussions with those who will be impacted by such a policy. Faculty and staff comments will be gathered by Eileen and Dave, and then sent to the IT Steering Group.

It was re-iterated that the policy is not an "IT Department" policy, but instead is a STCC policy, from the IT Steering Group.

#### **FY06-003 Effective/Timely Access to a 'Complete' Management Information (Data Mart)**

Eileen indicated that there was still a need for consensus for the charter of the sub-group for the Data Mart initiative. The Group felt that representation should include the following people: Lucie Lewis, Jim Meehan, Richard Parkin, one or two deans, Steve Budd, Chris Tigue, Debbie Bellucci, Ray Blair, Louisa Davis-Freeman, Ann Pandolfi, Mike Korzec, and possibly Cathy Olson (she should be asked).

Questions that arose included "who are the end users of the data", and what the sub-group is to look at (retention, Datatel, IPEDS, COGNOS, Safari, etc.) The sub-group should evaluate the needs, and prioritize. Perhaps a "survey" of

needs/expectations should be considered. Kevin indicated that we should contact Steve Dawson, EA Consultant, concerning Data Mart issue (Steve is currently the consultant for the Student E-mail project.)

It was decided that Eileen should draft a note, email it to the IT Steering Group, and then let the Vice Presidents talk with their staff about the project. Then, an initial meeting should be set up with the constituents, including the Vice Presidents. A report should be presented to the IT Steering Group by the February 2006 meeting.

Sub-group Charter:

- Identify subcommittee membership, including chair
- Document needs and expectations, by Office/VP
- Assessment of Safari, “as is”

#### **FY06-004 Clarify website ownership**

Web content is a concern, especially in the faculty pages. Eileen indicated that Web Content Management would be a separate initiative, and that this particular initiative dealt specifically with who “owned” current web pages.

#### **FY06-005 Student Email**

Ray Blair and Louisa Davis-Freeman will lead this project, with assistance from Ann Pandolfi as liaison between the College and the Consultant, Steve Dawson of Executive Alliance.

Andrea Tarpey should be contacted to include student representation. The IT Steering Group re-iterated the need to keep the group small to move the project forward. Ann will form a sub-group representing the administrative offices. Alumni representation will be included.

Only the core sub-group will meet with the consultant.

This sub-group should report back to the IT Steering Group at the February 2006 meeting.

## **II New Items**

- a) Ira requests faculty representation on the IT Steering Group. Issue was discussed, and Kevin did express his opinion that the Group was not yet ready to have faculty representation at this level. The IT Steering Group Mission does indicate involvement by faculty and students, eventually. That will remain, but will happen at a future date. In the mean time, faculty should be included on sub-committees, whenever possible.
- b) IT Policy and Planning Proposal Forms received:

**FY06-006 Data Entry Standards**

Ann Pandolfi and the IT Staff have already had meetings with some staff office personnel (Admissions, CBT), to review currently-used screens and

**FY06-007 Hardware & Equipment Policy**

Proposal is currently being worked on by the IT Staff.

- c) Bookstore Interface – completed. An initiative from the original IT Organization Audit Report, conducted by Executive Alliance, was the need to have an interface for the MBS Bookstore system. The interface from Excel into MBS Bookstore system and the interface from the MBS Bookstore system into Datatel both went into production for the Fall 2005 semester.
  
- d) Other –
  - o When a Hardware policy is considered, likewise, will be a general policy, involving purchase, replacement, general maintenance, etc. There will not be a separate policy for each function (new, old, etc).
  - o Kevin indicated that Steve Dawson has some templates on hardware policies that we could review.
  - o Included in the packet for today's meeting were two publications from Datatel, mentioning thanks to STCC for their work as a BETA sight for E-Advising and for Waitlist/ Web registration.
  
  - o It was commented that in the future, effort should be made to keep the meetings to one hour.

Next meeting: Monday, November 14, 2005 at 10 AM, President's Conference Room. The IT Steering Group adjourned.