

CAC Monthly Meeting
Wednesday, November 15, 2017
2:00 p.m. – 3:00 p.m.
JBHT 535

Members present: Casandra Cox, Paul Cronan, Norman Dennis, Garrett Jeter, Beth Juhl, Miran Kang, Chris McCoy, Derrick Mears, Polly Parnell, Mandel Samuels, Teresa Waddell, Andy Fletcher (Business Manager Designee), Carla Martin (Provost Designee)

Members absent: Scott Biehle, Frank Liu, Cheri Poellot, Jeff Pummill, Joe Scribner, Randy Thompson, Jason Tullis

Visiting Committee Attendees: Paige Francis, Brian Bopp

Meeting called to order 2:04 p.m. by acting Chairman Chris McCoy

Motion, second, and approval of the October 18, 2017 Minutes.

Announcements

- I. Still looking for more student members to join the CAC.
 - a. 3 vacancies currently. 1 - graduate and 2 - undergraduates.
- II. Membership changes and general vacancies
 - a. 1 Division of Student Affairs
 - b. Brian Bopp in place for the division of student affairs for this meeting
- III. No December meeting
- IV. Next meeting January 17TH 2p-3p JBHT 535

Old Business

IT Infrastructure and Security, Randy Thompson, not available to present although materials were provided to the council ahead of the meeting. Cover letter example is a good format for committees to follow in order to deliver a recommendation packet forward.

Quick Committee Status updates

Governance – Paul Cronan - Monitoring and assessment mode for the adoption of the change. Please bring suggestions forward.

Administrative – Polly Parnell - Awaiting feedback from Alan Greenberg regarding password policy but nothing presently to report

Research Committee – Paige Francis – Update on the discussion an application tool that would audit software. Expecting a motion to recommend in January.

Other discussion

- Motion, seconded, and approved through vote with none opposed, no abstentions that the council being the practice of voting over email on committee recommendations and if discussion needs to happen it can also happen there.

NEW Business:

- **Any governance topics we need to explore?**
 1. **Discussion of virtual and online learning and teaching that needs to be explored by this group. How do we get this information?**
 - Global Campus resources such as studios and software availability. Creating awareness of these resources and messaging and targeting faculty who need it.
 - Global Campus re-model will accommodate more people.
 - Tactical needs faculty need on-board cameras/tablets/headsets. Charge usually falls to the departments. E.g. create instructor bundles
 - Environmental needs around Live Streaming
 - Addressing these faculty needs
 - Exploratory works
 - Discovery works
 - What can we fund in a larger way?
 - What to include in the “Online instructor bundle?”
 - Basic technologies and standards that come recommended.
 - Discuss the next level above which would include innovative tools.
 - *Action: Derrick Mears offered to draft the problem statement potentially becoming a new and separate task for Classroom Technology.*
 - Discussion of Blackboard Collaborate and Collaborate Ultra and hardware compatibility issues.
 - What is the procedure for evaluating enhancements that are needed?
 - Discussion of use of Quality Matters and could a “standard bundle” help make that better?
 - Consideration for baseline but what about enhancements?
 - Do we want to invest in a new service all together? Need for stakeholders to help give guidance to allocate the resources.
 - What does management of this look like – quantity of incremental improvements
 - Suggestion of forming a user group to try out the next level and then progress from there.
 - A committee needed to determine the scope of the work and how to move work forward. Work done both with the committee and global campus.
 - Global Campus can help with free solution and software comes with a lot of cost even when it's free
 - Care and feeding
 - Opportunity cost in terms of time and attention
 2. **Security assessment that will bring both management topics and governance topics.**
 3. **Ongoing work with ERP and IAM.**

Motion, second and approval to cancel the December 20th meeting.

Final thoughts for all committees who are presenting

- Present a summary of your recommendation and supporting statements.
- Present the summary for the entire council to hear.
- Decide to adopt, and send it forward, or to revisit.
- Recreating the committee's conversation is not overall outcome.

Meeting adjourned 2:38 p.m.

Minutes Respectfully Submitted: Teresa Waddell