MINUTES
Information Technology Advisory Committee
March 21, 2017

Attendees: Adrian Aron, Brad Asbury, Bruce Buskill, Tim Channell, Charley Cosmato, Grady DeVilbiss, Jonathan Harris, Todd Joyce (guest), Jachwan Jeong, Danny Kemp, Neal Leahy, Wendy Lowe, Randy McCallister, Randa McDonald, Margaret McManus, Jackie McNabb, Ed Oakes, Denise Rahmes (guest), Sean Ramsey, Chad Reed, George Santopietro, Meghan Viet, Jeff Willner

Absentees: Lisa Blackwell, Ben Litvak, Allison MacFarlan, Bob Phillips, Shannon Phillips

Adrian Aron called the Information Technology Advisory Committee to order at 9:02 am on March 21, 2017 in the McConnell 170 Conference Room.

Adrian asked for a motion to approve minutes for the February 21, 2017 meeting. Tim Channell motioned, Ed Oakes seconded, motion carried.

I. Denise Rahmes gave an update on the Duo Two-Factor project team and project sponsors. She identified the project sponsors as Danny Kemp, Ed Oakes and Bob Phillips as being the executive oversite of the project team. One meeting has been held and Denise will continue to give updates to the ITAC committee as meetings continue. The current plan is to look at sensitive systems first using a phased approach with a period of self-enrollment. Ed stated that we would like to start rolling two-factor out over the summer.

II. Ed updated the committee on the online-test proctoring tools. A representative from each college is working with procurement. Review of the tools is slated for mid-April and evaluations should be completed by early May. The cost saving from D2L ePortfolio will be used to move forward with purchasing the online-test proctoring tool and to have something in place by August.

III. Charley Cosmato gave an update on ePortfolio. The committee is looking at Portfolium as an option to replace ePortfolio, which is a lower cost option. At this time, they are waiting for Portfoliums security questionnaire to be returned. Procurement is working with Portfolium to answer questions and see if the product would work for everyone. Tentatively a demo is setup for next week. Ed asked for help from the ITAC members for a consensus to move forward. If this product does not work, the next step would be an RFP.

IV. Ed reported that the RFP for virtual labs is currently out for final piloting and is ready to award now. The goal is to have anything available in the virtual lab that you could use in the computer lab.

V. Jackie McNabb reviewed with the committee non-emergency texting. The non-emergency text messages could be deadline driven or related to an important event. Messaging will come through admin offices. The plan is to use a phased approach with admissions and financial-aid being one of the first offices to use. Jackie will bring the policy to next ITAC meeting for feedback. The policy will govern the use of text messaging.

Ed pulled data on email sent out on list serves. Between September 2016 and March 2017, the average email open rate was 45% - 77%. Crime related emails had higher open rates with athletics reporting lower open rates. In addition, messages sent out on Sunday had a much higher open rate.

VI. In other business, Adrian asked about D2L discussions on campus. Ed reminded everyone that the D2L interface change would take place on May 9. Training sessions are scheduled for April through June and dates will be listed in the DoIT newsletter.

With no further business to come before the committee, Adrian motioned to adjourn, Sean Ramsey seconded the motion. The meeting adjourned at 9:41 am.

Respectfully submitted,
Sharon R. Ratcliffe