

**Minutes**  
**Information Technology Advisory Committee**  
**April 8, 2013**

Attendees: Bill Abplanalp, Adrian Aron, Tim Channell, Tania Clarkson, Charley Cosmato, Axel Grossmann, Glenna Gustafson, Jon Harris, Steve Helm, Maung Htay, Jaime Hunt, Danny Kemp, Wendy Lowe, Ed Oakes, Santhosh Parameswaran, Chad Reed, Dennie Templeton, Thomas Walter (student representative), Geoff White, Jeff Willner.

The Information Technology Advisory Committee was called to order by Santhosh Parameswaran, at 1:00 pm on April 8, 2013. He asked for a motion to approve minutes from the previous meeting on February 22, 2013. Jeff Wilner motioned, Wendy Lowe seconded, motion carried. Santhosh then asked for a motion to approve minutes from the final meeting last year, April 13, 2012. Jaime Hunt motioned, Jeff Wilner seconded, motion carried.

Jaime Hunt updated the committee on the MyRU Portal. She stated that the portal is receiving a complete overhaul. It will be upgraded to Luminis 5 and have quick and easy access to sites. The MyRU Portal Committee has met to discuss the changes. The timeline for the new portal is as follows: April-June - meet with stakeholders and begin load testing; July-August - finalizing and begin training. The new portal will launch on September 16, 2013 and will run in parallel with the old portal until later in the fall.

Charley Cosmato made a motion to form a committee to discuss document sharing and collaboration, Geoff White seconded, motion carried. This committee will consist of Charley Cosmato, Geoff White, Rebecca Scheckler, and Ed Oakes. The committee will report back at the first meeting in fall 2013.

Ed Oakes reported that he is hoping that the Office 365 transition will happen over spring break. The transition may be delayed until May when school is out, possibly before finals or the week after finals. He asked for suggestions of avenues to let students know about the Office 365 upgrade. Suggestions of messages on D2L, the Portal and/or Facebook were made.

Ed stated that faculty don't seem to be aware of the new technology in the Lecture Capture classrooms. Ed is offering a class on Lecture Capture during Our Turn. He asked for suggestions for other ways to get the news out to the faculty. These are the suggestions that were made:

- put a video of someone using the Lecture Capture technology on the Portal
- make a Lecture Capture of a Lecture Capture class
- ask Department Head's to send information to their departments
- make faculty aware of the benefits of using the Lecture Capture room

Ed reported that the open house for Windows 8 provided good feedback. He asked that the Committee let him know by the end of next week if they, or someone they know, would work in a pilot group to perform Windows 8 testing.

Adrian Aron inquired about the replacement cycle for batteries for laptops. Ed Oakes stated that the Help Desk should be called and they will provide a battery when needed.

Adrian reported that faculty are hearing rumors that RU is getting rid of D2L. Ed Oakes responded that there have been discussions with D2L about getting a better hosting environment. D2L will be updated to the newest version on May 14, 2013.

Adrian stated that there is a need for software that allows RU to offer continuing education credits in the area of health sciences. He stated that registration could possibly be done in Banner. Danny Kemp suggested that the Banner Operations Committee should discuss this.

Adrian asked how media from VHS can be transferred to DVD for teleconferencing. Steve Helm stated that the Center for Innovative Teaching and Learning may be able to make this conversion.

Geoff White motioned to adjourn, Charley Cosmato seconded. The meeting adjourned at 2:50 pm.

Respectfully submitted,

Linda W. Kipps