Present: Melanie Bone, Sharon Burch, Maria Cleghorne, Lee Cornell, David Crouch, Michael Dennis, Mark Ellenberg, Debbie Ellerson, Shawn Ellis, James Gilstrap, Sandi Glass, Brad Hunt, David Matthews-Morgan, Christine Miller, Jerry Nesmith, Teresa Payne, Tim Peacock, Wayne Peacock, Tim Phillips, Barry Robinson, Cletus Stripling, Jeff Teasley, Sharon Thelen, Greg Topp, Carol Watson, and Chris Wilkins

Absent: Sue Achtemeier, Chris Adcock, John Anderson, Greg Ashley, Matt Blankenship, Michael Brewer, Mark Cherry, JoEllen Childers, Bill Clayton, Bert Desimone, Shefali Dhar, Corey Doster, Sarah Fraker, Stan Gatewood, Tammy Holman, Stuart Ivy, Rehan Kahn, Paul Keck, David Knox, Will Laney, Lynn Latimer, Juan Machado, Tammy McGarity, Anthony McLeod, Jeff Pentz, Nathan Pettigrew, Jeremy Sanderlin, Rayid Tartir, Dale Wetzelberger, Dr. Barbara White, and Chris Workman.

Proxy: Paul Suttles for Sherry Clouser

Approval of Minutes: Minutes from the August 2, 2007 meeting were approved.

Installation of New Officers: Brad Hunt-Chair and Carl Watson- Vice-Chair. They will officially take over at the next ITMF meeting in November.

Welcome of Visitors:

New Members: Shawn Ellis, EITS Client Services Director.

Featured Speakers/Discussion:

Greg Topp: Compact Planning Next Steps:

EITS has met with over 200 (excluding EITS staff) clients from around campus and received over 350 comments. In first review, topics have been consolidated into 150 different themes.

Compact Planning Next Steps: (1) Meet with Academic Affairs (2) Consolidate the input and review with EITS Senior Leadership and (3) By the end of the month, post summary and detail information to the Compact Planning Website. All participants will be notified when the posting of information has occurred.

EITS used the Webinar approach to reach out to the extended campuses (includes overseas campuses) and received significant feedback. The theme that came through the most was their inclusion in IT planning at UGA.
Chris Wilkins: Kronos Project Update (Time & Attendance System):

The Kronos system has been selected to replace ePayroll, which will be retired due to support issues. Kronos is a web-based time and attendance product, offering more features than ePayroll and it resides on 5 servers in the Boyd Data Center. This project is a joint effort between EITS and Finance and Administration. The Java Runtime Environment (JRE) is required on each PC accessing the application--newer versions of (JRE) do not work.

The Kronos system will process:

*Non-exempt (bi-weekly employees) times entry*
- Time clocks
- Time stamp
- Pay from schedule
- Manual entry

*Exempt (monthly & academic) gross dollar entry*
- Gross dollar amount pulled from budget system, can be changed by unit.

Kronos will eventually become the accruals system of record.

Current project status:

1). Food Services using Kronos,
2). November testing for payroll feed and people input,
3). December early/estimated payroll test
4). January roll-out.

Sandi Glass and Barry Robinson: College of Education Unit Presentation:

**Conceptual Framework of the College:** The College of Education prepares exemplary, reflective professionals to serve a diverse, global community. It achieves that end through teaching, scholarship, outreach, and partnerships at local, national, and international levels.
COE Blueprint for Technology Success

1. Continuous Improvement

  o **Strategic Planning**: COE is already in their Strategic planning process for next year. Have approximate 5000 students, half of them are undergraduates. COE has over 300 faculty members. Activity in distance learning and have online master degree program. Many of the courses are done in mixed methodologies: WebCT, Horizon Window, Video Conferencing, Face to Face, shared of mixed group presentations.

  o **Project Management**: Barry Robinson has just received his Project Management certification. With Barry’s leadership, COE will try to apply the best of Project Management to address their projects. All projects have a project manager, project lead, implementers (Team that does the work), Quality Assurance, Communication/Professional Development. Projects are organized into two major teams: 1. Client Services, Infrastructure, Standards and Security 2.Instructional, communication, professional development, web and application development. This design will be beneficial for cross-team projects.

  o **Professional Development**: COE believes very strongly in many methods of delivery. The Teaching with Technology site is built around Verizon Window, Live Text, and WebCT. The Teacher’s Corner is a public service and outreach project of OIT and it’s built on 21st century skills, information literacy, and technology integration. Also, a section on emerging Technology.

  o **Customer Service**: Shawn Ellis, EITS Clients Services Director, will be coming over to give them ideas about thing to do and learn about the new process of looking customer service. On Remedy and have partnered with EITS. Very happy with Remedy.

  o **COE and UGA Leadership**: Try to be very active in the organizations across campus. Do a lot of work with EITS.

2. Communication

  o **Web Services**: Have a 40,000 page website. Recently redesigned, have the look and feel of UGA.

  o **Survey Development and Data Collection**: Using a program called Facilitate. The team for this application is made up of administrators and some faculty to help with development. This service is for faculty only. Very happy with it.

  o **Application Development**: Small group in this area. What has been accomplished so far includes: The Faculty Activity Report and Online Course Evaluation. The group has done a like of things behind the scene to automate applications like the faculty staff directory.
COE Communication Alignment: Try to make sure everybody is involved. Share as much as we can with everybody all the time.

PSC and NCATE Portal: Accreditation Portal. Report to the Program Review Committee and also do NCATE. Have an NCATE special visit coming up this weekend.


Video Production: Have a full time professional in this area. Helping with Podcasting. Recently written another grant to start building Podcast study abroad experiences. There are classrooms as close as Atlanta that speaks 32 languages and one grade level. Will need to do more to help our candidates in education understand diversity and what is going on.

3. Instructional Technology

Flexible Delivery of Instruction: Support Live Text, WebCT, and Live Classroom.

Media Services: We have check out equipment for our students and faculty to use. We use some dollars from Tech Fee on this and then we repurpose.

Classroom Technology: We have a standard for every classroom. Trying to do a better job of support by having all classrooms similar.

Resource Scheduling: Process has been automated. Have a whole process that goes into this where sections officers work together and it’s funneled through OIT.

Editorium: Have six editing suites where people can come and do editing. Use Macintosh computers and the software that comes with those computers and the group uses Final Cut Pro.

4. Professional Development

Face-to-Face and Just –in-Time Training: Faculty prefer this type of training.

Element K: We are big users of this training model. Ask folks to use it.

UGA Training and Development: Utilize this type of training model as well.

Technology and Data Liaisons: On the Security site. This is a group that resulted from the firs memo that went out when we had the audit. Our Department heads said that they needed more help and that they would like to have ongoing help. Every month Barry and his team works with the data liaisons and provide updates on things such as what is a strong password, what is your 810, etc. It is presented in user friendly language. Many of the data liaisons are none technology individuals. Our biggest goal for this group is to provide user education and to build a communication network if they have concerns or issues.
5. **Data Security & Management**

- **Disaster Recovery and Security Plan**: Put together a Disaster Recovery and Security Plan several years ago. One of the best things that came out of this project was to designate another place on campus where we store back up equipment in case we need to vacate the main building in case of an emergency. No off campus site has been identified. This is one thing that we would like to work on.

- **Data Management**: Developed the “N” drive. Secure volume and it is encrypted. Only available to COE users. Putting the emphasis on storing sensitive material here.

- **Campus-Wide Standards**: Always look to campus for standards to follow. If there are no standards COE will develop their own.

6. **Research**

- Appropriate Blend of Local and Central Research Support
- Research Computing Center
- Access to Lambda Rail
- Access to Internet 2
- Grant Consultation (technology specifications and budgets)
- Partnership with Faculty (video, web presence, projects server, systems support)
- Support of Research/Lab and Centers (LPSL)

**Note:**

We would like to thank Matt and Cletus for serving as Chair and Vice-Chair for the committee for the past year.

Meeting Adjourned.