Minutes
Senate Information Systems & Technology Committee
718 General Classroom
November 20, 1997
3:00 p.m.

Members Present: Missy Cody, Fred Massey, John Neel, William Nelson, Scott Owen

Members Absent: Reid Christenberry, Paula Dressel, Bill Kinyon, Robin Morris, Detmar Straub, Greg Streib, Shirley Tastad, Patrick Wiseman

Also Present: Mary Jane Casto represented Reid Christenberry, who was attending a meeting at the Board of Regents.

Minutes were approved with one exception: Scott Owen should be listed as present, only.

SAC Self Study Report
Excerpts of the SAC report related to information technology issues were reviewed; in particular, Section 5.3 Information Technology Resources and Systems, as it relates to the suggestion at the end of the section. The suggestion: "The Information Systems and Technology Committee of the University Senate should determine the level of the University's need for IT-related teaching facilities, consistent with the Information Technology Strategic Plan, both on the main campus and at remote sites." The report's purpose is to show compliance to SAC, and only corrections to the document is required. Therefore, the Committee chose to make no recommendation regarding the suggestion for the report. The Committee will make this determination in future scheduled meetings.

Time Line for Budget Development, FY'99
IS&T's New Funding Requests and Redirection proposals will be reviewed by an ISAT ad hoc committee before its review by the full Committee and submission to FACP. Members of the ad hoc committee are Fred Massey, Missy Cody, Detmar Straub, and Bill Nelson. Any requests for funding and redirection proposals sent to FACP should: Be in the required format, relate to the University's and IS&T's strategic and action plans, and be documented as required.

IT Action Items
Two documents regarding the FY'98 Action Items were distributed. One was an outline of action items and the other provided flesh to those items with unit assignment, goals, and objectives. For consistency, the Committee recommended calling these Action Plans rather than Action Items. The Committee deferred approval of the Action Plan until after the members had opportunity to read the document. Mary Jane will add numbers to each line (for easier editing), include information related to the strategic plan designation, provide budget information, and forward the revised document to the members electronically. The Action Plan budget information should also communicate the following: Year one of a three-year plan, as relevant.

Action Plans will need to be developed based on the FY'99 budget requests and submitted to the Committee for review. TLTS will also submit one action plan, which will require the Associate Provost for IS&T's support and the Committee's endorsement.
The Committee requested that Georgia State University's Strategic Plan be on a web site for easy access.

Current Policy Issues
Members of the University Technology Support Group (UTSG) were selected by deans and vice presidents. This committee was charged with the responsibility of improving communications between IS&T and academic/functional units and with providing a forum to address concerns regarding the implementation and advancement of technology support. The possibility of asking a representative of UTSG to attend the ISAT Committee meetings or making it a subcommittee of the Senate ISAT Committee was discussed.

A future agenda item will be to discuss how UTSG can relate to the Senate ISAT Committee.

The ISAT Committee has two new members, Larry Kelly, Associate Vice President, Finance & Administration, and Evelyn Babey, Assistant Vice President, Enrollment Services.

In a discussion of job titles and position descriptions for computer support personnel, Mary Jane Casto announced that Reid Christenberry recently met with Human Resources and an outside consultant to begin a study of job titles, position descriptions, and compensation. This study will involve several universities and corporations within the Atlanta market and will cost approximately $25,000. Having the study done independent of the university will give more credibility to the study. The Committee is also interested in any information the Systems Administrative Guild has about job titles, position descriptions, and compensation.

The Board of Regents is also conducting a survey concerning technical staff resignations and successful avenues for recruiting them. The survey results will be shared with the Committee.

The question of whether Georgia State University is standard on WordPerfect was raised to point out the need for a standard for distribution of communicated documents. Reid Christenberry will be asked to provide a proposal for the Committee's consideration.

Status Reports
The $35 technology fee proposal passed the Senate Budget Committee. FACP will consider it, and if approved, it will be forwarded to the Provost. If the Provost approves, it will be forwarded to the Board of Regents.

The TLTS met, elected a chair, set up a web site, and is designing a T-shirt. Members will discuss the Web Courseware report in its next meeting.

With the announcement that telecommunications staff will be integrated into UCNS, the committee requested an updated organizational chart. Names of staff within each unit should also be included. They also requested that this be on a web site and updated as changes are made.

Future Topics
Reid Christenberry will discuss policies and procedures related to hardware and software in labs at a future meeting.

The Committee requested the Advisory Group Structure be revised to list all relevant IT committees on campus. It should include the Senate ISAT Committee and subcommittees, advisory committees, and ancillary groups, such as IT-related groups within SGA and SAC, and the Classroom Renovation Committee, et cetera.
The next meeting is scheduled December 18, at 3:00 p.m., in room 718 General Classroom.

Please send questions or comments to Mary Nell Stone