Minutes
Senate Information Systems and Technology Committee
March 26, 1998 - 3:00 PM
718 General Classroom Building

Present: Evelyn Babey, Reid Christenberry, Missy Cody, Bill Kinyon, Fred Massey, John Neel, Bill Nelson, Scott Owen, Patrick Wiseman

Absent: Tim Crimmins, Larry Kelly, Robin Morris, Detmar Straub, Greg Streib, Shirley Tastad

Minutes: Minutes of the meeting held February 24, 1998, approved as distributed.

Student Computer Ownership:
Bill Nelson updated the committee on Student Computer Ownership. The draft document has been discussed in APACE who recommended the consolidation of some items. The proposal will be submitted to Student Life and Development for comment. They will meet within two weeks. It is expected that the proposal will go to the Executive Committee by the first Spring meeting and no later than the second Spring meeting.

Proposal for Establishing a Technology Support Subcommittee:
The committee reviewed line by line a draft copy of the document proposing establishment of a Senate Technology Support Subcommittee. The committee suggested the subcommittee be renamed the Information Technology Support Subcommittee of the Senate IS&T Committee. They also made several recommendations to fine tune the document. After discussion, a motion was made and seconded to approve the proposal with the recommended changes. Bill Nelson will incorporate the changes and forward the edited document to the committee members for review.

Evaluation of IT Support Personnel:
Fred Massey distributed copies of a performance appraisal instrument that was prepared by Human Resources for exempt employees. This particular form is suitable for clerical employees but not for network computer support staff. It is important to have commonality in evaluation forms. Fred Massey wants to collect the varied performance appraisals used throughout the university and then compile the data into a standard, consistent evaluation tool with a more professional structure.

Fred Massey would like for Reid Christenberry to review the current IS&T performance appraisal forms and to report his findings back to the committee. Evelyn Babey will provide Reid with the evaluation form implemented in Admissions.

Motion for Reid to research, review and report performance appraisal data; look at SAGE recommendations for evaluating technical people in relation to professional standards and to report to the committee was seconded and unanimously approved by the committee.

The committee discussed the importance of upgrading GSU’s computer support staff. In order to compete with private industry, HR classification titles must be upgraded to attract qualified people, salaries must be competitive, and working conditions must be improved to keep newly hired staff.

TLTS Update:
Scott Owen reported on the Video Server meeting held last week, which was chaired by Mary Jane Casto. They discussed general and/or potential problems; for instance, laxness in locking doors.
Ways to solve such problems will be reviewed and a report will be given at the next TLTS meeting.

Scott discussed room scheduling. Do professors actually need classrooms with computers? They also discussed solutions to the problem of classrooms with computers being occupied by classes that do not require computers. Methods to help instructors learn to schedule only the classrooms equipped for their class needs will be developed and implemented. TLTS will send up a motion to this committee essentially stating that faculty should request classrooms equipped with computers only when necessary.

Discussed the problem of printers being tied up when large jobs are in cue and faculty cannot use them when they need them. A solution is to create a password that can temporarily circumvent the current print job.

Discussed draft copy of the College of Arts and Sciences Teaching Effectiveness document. If this passes, it may become the basis for other colleges.

If ISAT committee members have concerns about faculty request of computer-equipped classrooms, video server, computer security, send Scott an e-mail message.

**Job Descriptions for IT Personnel:**

What can be done to upgrade GSU’s computer support staff into more professional categories? Current titles are outdated and should be upgraded to today's terminology. Salaries must also be competitive--technical staff can earn 50-70% more in other positions. Job descriptions as well as titles should be re-examined. IS&T staff have reviewed IS&T titles and have discussed this issue with Connie Rifkind. The University System also has a task force to overhaul job classification titles and descriptions. Fred Massey would like for the ISAT committee to take an active interest in the problem. A year-old IS&T classification analysis will be shared with the committee and broad banding as a means to address this issue can be reviewed with the committee.

*This topic will be revisited at the next meeting: Update Computer Support Staff Job Titles/Descriptions.*

**Other Business:**

John Neel recommended to the committee that any written document requiring a vote be presented prior to the meeting to allow sufficient time to read and study the document in order to make an informed decision. The committee discussed the issue and decided three working days would be sufficient time. Motion made to distribute materials to be voted on at least three working days prior to the meeting was made, seconded and unanimously approved.

It is preferable to distribute documents electronically.

**Next Meeting:** April 21, 1998

With no further business, meeting adjourned 4:30 PM.