



**Associate CIO Meeting
August 04, 2004, 10:00 a.m.
DWC Conference Room**

Minutes

Attendees: Norm Schussler, Dennis Reiman, Rusty Gardner, Eddie Christian, Chrystal Wickline, Ron Smith, Ian Vanhoof, Chris Martin, Herman Moller, Monica Deture

Discussion Items:

Chris Martin

Centralized IT Request Form – Chris informed the group that they are still in the process of updating this. Jason has been moved around from dept to dept so that's why the delay.

Credit Card – Chris wanted to stress the importance of communication among dept. ARTEMIS has been down so it's vital everybody stays linked with one another.

Norm Schussler

Personnel Updates – A new addition to the IT Staff is Jason Cross, manager of the DMAC. Suzie Amason got promoted to Systems Analysts. Alfrid Van Den Heever got promoted to Systems Programmer. Eddie Christian got appointed as the AVP of Technology Ops. And Monica Deture will be leaving us. She's moving to Houston, TX. to work with Collegis INC. (an IT consultant firm) and will be the Director of Academic Technology.

Furthermore, the following positions are still open: Enterprise Content Management, Database Administrator (ECM DBA), Lead Database Administrator (LDBA), Dir. of Enterprises and Integration, Dir. of Data Systems, and Programmer Analysts.

Chrystal Wickline

Strategic Technology Plan – Since this is our 2nd Edition, we believe this will be a lot easier to accomplish this time around because our main task will be only to revise. The IT initiative 1.02.21 has the book coming out in the summer of 04'. We must have at least the updated notebook version finished. Please look over the project plans and confirm that the duties are assigned correctly. If not, notify me. However you want to revise your section is fine with me. I have the notebook version, which is the most updated, if anybody needs a copy. Log onto the Tech Team site under Tech Plans for additional help. In the future, this will be available on the ECM which will make it a lot easier to update as we go along. Decision packages are also a part of the Strategic Plan this year so it's imperative that we get those done ASAP.

Rusty Gardner

Project Server – Our plan is to be able to share project plan info and making it available for anyone to access in a centralized

location on the website. Ian and Ron suggested for each dept to create their own project file directory, which would then be linked to their project info. All of the project files will be on a share point. Everybody agrees, however; the AVP's would very much like a print out instead because of how important it is for them to know exactly what's going on with what. Ian suggests for everybody to share summary sheets but adding resources onto it. Chrystal states how important it is for each person to be responsible of their own projects. Everybody agrees to give a print out to the AVP's, if anybody else would like the same, ask.

Chairing future meetings – Rusty passed out a schedule of future meetings to be held. The outcome:

September 1st – Ron Smith

October 6th – Ian Vanhoof

November 3rd – Chris Martin

December 1st – Herman Moller

January 5th – ?

Suggestions for meetings – Rusty offers anyone the opportunity to give suggestions on future meetings.

Area Updates:

Chris Martin –

MIS System – We're currently working in conjunction with Applications Team. There are a total of 29 reports. Decision Support Systems Task Force (QEP 5.05). 9 of the reports are complete and 3 are scheduled for every month until the end of the year.

Sirius – This is a very large project and our team is responsible for the Instructional Design Wizard part of it. This will be scheduled for Beta release by the end of August.

My Advisor – We're taking a phased approach. Phase I (Aug), the advisors will be able to view student schedules, transcripts and degree audits. Phase II (Sept.), students will be able to schedule advising appointments online.

Port – This goes into production this weekend so prepare for ARTEMIS and Orion to be down.

24x7 – Re-evaluation is beginning. Initial meetings will soon be scheduled to discuss what needs to be done.

CPT Test Uploads – Deployment college wide is in progress. 3 campuses per month. Scheduled to be completed in Sept.

Nursing application process – This has been contracted out. Starts next week.

Monica Deture –

QEP plan Research Plan – Has been submitted to SACS and awaiting response.

QEP for Data Analysis – Has begun the project plan.

Charter Report – A print out of 3 months of the new charter report from Ed has been handed out.

Data Dictionary – I did not bring the project plan, however; Janet has created a prototype and also could use some advice/suggestions on summarizing the material.

Herman Moller –

Managing projects is new to the Applications Team so we are taking this one step at a time. What we started on so far are generic project plans for following environments: Data Systems High Level, Students, Finance, Financial Aid, PR/HR, Miscellaneous (includes Facilities, Security, Utilities, State Reporting and all other additional tasks). Any tasks within each of the generic plans that estimate longer than 2hrs will result into a separate project plan. If it estimates less than 2hrs it will result under a “maintenance” task sub-tasked by each week of the fiscal year.

Rusty Gardner –

Information Literacy Testing – This is the use of Perception Software to fulfill the college requirement of Information Literacy testing. The assessments will be required by all students that start FCCJ this fall.

E-portfolio – This is to evaluate and determine the best solution for e-portfolio. The next step will be to implement an e-portfolio college wide. At this point we are waiting to see the outcome of the LMS.

Semester Sheet – This project is a check list of sorts that will be provided to faculty to ensure that they have taken the proper steps to start a semester online. The Semester Sheet also provides visual and audible instruction of each step.

Learning Objects – Learning Objects is a part of the Sirius Project. Faculty members request Learning Innovations to create Learning Object for their online courseware. This project plan is a template for all learning object requests.

Learning Objects (PSY) – This project consists of 5 different learning objects: a drag and drop for Malow's Hierarchy of Needs, Freud's View about LOC and Structure of Personality, Matching of Defense Mechanism and School of Psychology.

Reading Literacy – Create a Reading Literacy Application Description. This program improves reading speed and self-confidence at higher reading levels.

Tutorials – Tutorials is an ongoing project. The Learning Innovations department identifies problem areas with online courseware based on helpdesk tickets, e-mails and phone calls. Tutorials are created to provide instruction to problem areas.

ISD Wizard – The ISD Wizard is being developed by the E-systems team. The Learning Innovations is managing the project as well as providing the instructional design of the project. The purpose of this project is to provide the faculty with a tool that will help them create sound instructional material.

Convocation – Each year the IT dept has a booth of convocation. This year our theme is Monster Garage, Tools for Success. The

booth will focus on tools the faculty can use for instructional success.

Video Streaming – A communication professor at Kent Campus has requested that we stream a live production from Kent on August the 11th. This is a pilot project.

Ian Vanhoof –

ECM Implementation – This project encompasses the Enterprise Content Management system's first year in existence.

Working with Lionel. We have an issue with processors but plan to purchase a 2 processor sunbox. The move shouldn't take more than a week. ECM is out there to use, however, it's running on the old Windows box so back up all data.

TV Studio Spatial Planning – This project is the plan to physically move into the TV Studio area. Seating areas have not yet been decided on. Air conditioners and electrical work need to be done. Switchboard needs to be replaced.

Web Orientation – This is the QEP initiative to bring our current college orientation process into the game world. We are basically making a college orientation online game. Still in its planning stage.

Coast Guard Offline Tele-course – This project takes our existing tele-courses and unplugs them. The delivery platform of choice is a secured Windows based handheld device that is not connected to any network. All we have to do now is add some logos and links to the syllabus.

Multimedia Object – Spanish audio snippets. This project consists of recording individual speaking Spanish words for delivery via Online course. Each word (800+) was recorded then broken off into separate files, then each file needs to be encoded to WAV format as per Enrique's delivery request.

Learning Innovation Logo Design – The accelerated design and delivery of the Learning Innovations Logo will be finished within 2 weeks.

TIME UP (the following was copied from summary hand out)

Learning Innovations Web Site – The accelerated design and delivery of the Learning Innovations full blown website.

Learning Object – Psychology – Search engine – This is a learning object that acts like a search engine JUST for psychology related websites.

Learning Object – Psychology – ID Ego Superego – This is a learning object that explains the ID Ego and Superego in an interactive way.

Learning Object – Psychology – Maslow's Hierarchy – This is a learning object that explains the Maslow's Hierarchy of needs.

Learning Object – Psychology – Schoolhouse – This is a learning object that is a drag and drop psychology matching game.

Learning Object – Psychology – Defense Mechanisms – This is a learning object that teaches psychology students about defense mechanisms.

Norm Schussler –

Dr. Schussler states their group in the TV Studio plans to integrate. He's asking that if anyone needs funding to be set aside please inform him now so that he may prepare for it.

Ron Smith –

Over the summer we've had to adjust due to a change in staff. Overall project plans are not up to date. Although Share Point server is up and running. One big accomplishment over the summer was the set up of the test lab.

Domain Upgrade - The past 2 months we've been working on the Domain Upgrade and successfully completed our test phase. We still plan to upgrade to 2003 and will no longer be in Mixed Mode. Hopefully we'll complete this by December.

Backup Upgrade – ACSLS is upgraded. We also have 3 new drives installed. And E12K domains were added as SAN Media Servers for more efficient backups. The Master Server replacement is on order. WebCT backup software will change to make it more efficient.

Voice Upgrade and Expansion – The Call Managers are upgraded. New Call managers were brought on line for the rest of the campuses. Voice Mail has been moved to a redundant model. PBX will be removed at Deerwood. Cecil Campus will be brought online this month.

Dennis Reiman asks, "Do you have any intentions on integrating voicemail with Exchange?"

Ron Smith answers, "Yes. We want to first wait for the Exchange 2003 migration is complete. The existing version of unity is not compatible with 2003. However, the new version will. Also, the version we're using right now does not support multiple message storage but will with the new one. Hopefully we'll have this complete by Christmas."

Chris Martin shows a small presentation of the new MIS.

New Items:

None

Motions:

No motions presented.