

University Council on Technology
January 17, 2014 ♦ Minutes
Room 307 Student Center ♦ 2:00-4:00 pm

I. Call to Order

Chair Arden Ruttan called to order the regular meeting of the University Council on Technology at 2:00 PM.

II. Attendance

Present: Arden Ruttan (Chair), Jason Piatt (Office of Continuing and Distance Education), Cathy Bakes, (Faculty), Michael Kavulic (Information Services), Eve Dalton (Faculty Professional Development Center), Gina Campana (Diversity, Equity & Inclusion), Sameer Jaleel (Information Services: Web Presence), Paul Albert (Information Services), Curtis Good (Nursing), Chris Groening (Business/Marketing), Lin Danes (University Communications and Marketing), Shelley Marshall (Regional Campuses) (via online conference).

III. Proposed Software Licensing Subcommittee

- A. Shelley Marshall, Regional Campuses Faculty, reported (via online conferencing) on Subcommittee for Software Purchasing and Licensing.
- B. Reasons for and goals of Subcommittee.
 - 1. Currently no central committee; no licensing manager.
 - 2. Past difficulty with terms that disregard University policy. Work with Legal to understand legal requirements, assist with compliance.
 - 3. Work with Purchasing, IT, Legal, and Faculty to determine guidelines.
 - 4. Maximize money: reduce unused licenses; maximize use of multiple use (floating) licenses.
 - 5. Work with IT to develop software portal.
 - 6. Sharing ideas about software in use.
 - 7. Reduce one-of software that is costly and difficult to support.
- C. Survey will be sent to obtain software list and users' names.
- D. Discussion followed; questions were raised that UCT members would like Subcommittee to address.
 - 1. One-time use software such as SAP
 - 2. Free software
 - 3. PC Desktop use vs. past use of software installed on server
 - 4. Faculty purchases vs. purchasing thru local it support?
 - 5. Software purchased under grants.
 - 6. Problems with approval to purchase software.
- E. Volunteers for Subcommittee: Shelley Marshall, Arden Ruttan, Derek Van Ittersum.
- F. Requests/Suggestions for other Subcommittee members:
 - 1. Chair Ruttan will ask Jay Frye for suggestions from Federated and technical persons from Regional Campuses.
 - 2. Suggested members: Chris Bues, Mike Pfal (Legal), Larry McWilliams (Procurement), Regional Campuses, Graduate Students, students from Management Information Systems Association (MISA) or another Undergraduate organization.

- a. Suggest asking on KNUG to access more faculty;
 - b. Ask someone from Graduate Student Orientation staff or one of the Graduate Student forums
 - c. Send to Cathy Bates and she will forward to the president of Management Information Systems Association (MISA).
3. Request volunteers in minutes.

IV. Approval of Minutes

- A. Chair Ruttan announced that Paul Albert and he reviewed the minutes, and they had no changes. No changes by other members. Minutes were accepted unanimously.

V. Kent State Participation in ECAR Survey Involving Faculty

- A. Michael Kavulic (Sr. Special Assistant to VP of Information Services) reported on the Educause survey. Past surveys of students well received; this year they added a faculty component. ECAR is the research arm of Educause. Kent State will participate in both student and faculty portions. ECAR provides incentives to participants; we just need to implement and ask people to participate. He shared several ECAR documents (refer to separate documents).
- B. Discussion of objectives and summary.
1. Chris Groening (Business/Marketing Faculty) announced that College of Business Administration wants to do a similar survey.
 2. Michael Kavulic would like to review the ECAR draft survey with that committee; communicate with College of Business so don't double up efforts.
 3. ECAR provides comparative data, compares to like institutions, and can be compared to certain institutions on Carnegie classifications. It is aggregated data, not demographic information. Link to last year's full data so people can easily and quickly review.
 4. Sections in survey on technology adoption and use, technology for teaching and learning, learning environments, technology for research and scholarship.
- C. Discussion on multiple ways to reach out to faculty.
1. University Council on Technology.
 2. Provost Office and Deans – Michael Kavulic explained that we can provide email content with embedded link so that Deans just need to send.
 3. Announcement in Flashline.
 4. KNUG mailing list.
 5. Perhaps Jay Fry's group could target specific faculty.
 6. Faculty Improvement Center.
 7. Announcement in e-inside.
 8. Discussion about incentives: Flashperks, chance at gift certificate if participate.
- D. Chair Ruttan would like update reports, perhaps at February meeting.
- E. Michael Kavulic requested inclusion of the following information in the minutes:
1. More information about the Educause ECAR survey tools is included below. Michael Kavulic (mkavulic@kent.edu) is hoping that members of the UCT review this information and provide him any feedback on the research process including feedback on how to market this survey to faculty and secure their participation.

2. Information about the 2014 faculty survey on technology including the survey instrument: <http://www.educause.edu/ecar/about-ecar/ecar-technology-research-academic-community/participate-technology-research-academic-community>
3. Information regarding the results from the 2013 student survey on technology: <http://www.educause.edu/library/resources/ecar-study-undergraduate-students-and-information-technology-2013>

VI. KSU Website & Flashline (Lin Danes & Prasanna Joshi)

- A. Lin Dane (Director, UCM: Web Services & Interactive Media) and Sameer Jaleel (Director, IS: Web Presence), answered questions and addressed concerns with web resources and search results.
 1. University Council on Technology will be added to faculty resources on Flashline.
 2. Information on move from Commonspot to Drupal:
 - a. Existing pages will be moved in five phases to new format.
 - b. April 30, 2014 first pages go live.
 - c. Goal: everything moved by end of December.
 - d. For areas that have no resources, Lin Dane's budget includes student to do copy and paste to new format. Students only move content, cannot determine content.
 - e. Workbooks: guidelines on conversion, steps for move, reminders about downloading images and pdfs, and reminders to capture fields for online forms.
 - f. Workshops in Stewart Hall on Workbooks offered by invitation to those who are next in the queue.
 - g. University Council on Technology pages would move in late fall.
 - h. There are 53,000 pages in the Kent domain.
 - i. Reminder to do the page count with filters.
 - j. Expectation that areas will review pages so that do not move outdated ones.
 - k. Can download list of pages: scan and mark what has been reviewed or updated.
 - l. If your area wants to start earlier, email Lin Danes.
 - m. Individuals uploading documents in areas such as College of Business will be able to do the same on the new system.
 - n. Both systems will work at the same time since people continue to update in Commonspot while others move to Drupal.
 - o. Cannot access Commonspot without training; after training, receive password. Training in 2-hour workshops.
 3. Chair Ruttan explained concerns with Kent.edu search results and results in comparison with Google search.
 - a. Kent.edu search also includes the Knowledge Base.
 - b. Google ranking of results might be different.
 - c. Kent.edu search began with out-of-the-box piece to crawl data. When a term is used on many pages, the quality of results goes down. In addition, the search uses metadata to divide search results into categories.
 - d. We did not have Google search appliance when built the Commonspot search. Since we are moving from Commonspot to Drupal, that work was put on hold.
 - e. The new site will allow users to search by keyword, recognizes if the word is a name and prioritize data to the name. Will be able to browse Help Desk material through results.

- f. Google has changed its algorithm: in the past metadata or keywords mattered, but now they are not as important. When Google changes algorithm, that changes the public Google search results; however, with Kent Google search, metadata matters, so results will be different.
 - i. Under Drupal, the user will be forced to choose metadata when create a new page.
 - ii. Search results will display on the left that can be used to specific results. It was hard decision because we would have to have more than one full-time person to work on that. Google advised us to have results influenced by success rate: if users pick a particular result, it moves it up in the list.
- 4. Protocol: go to Lin Dane's group with any questions; enter a Help Desk ticket if there is a problem.

VII. Update on Information Services Projects

- A. Sameer Jaleel announced that the next project is the Flashline overhaul. Will upgrade to Luminis 5, completely different technology.

VIII. Scantron Survey

- A. Paul Albert (Executive Director, Is: Educational Technology & Service Management) passed out updated version of the Scantron Survey, based on comments from previous meeting.
- B. Paul Albert reported that distributed systems are troublesome. Many universities still have people drop off paper at central location. Although K-12 schools successful in use of distributed system, he has not found a university successful at using one.
- C. Discussion followed about best methods to contact active faculty.
 - 1. Lin Danes can acquire a list of active faculty.
 - 2. Suggestion to use Qualtrics for survey program.
 - a. Jason Piatt offered to help build the survey in Qualtrics.
 - b. Gina Campana volunteered to help.
 - 3. Message on Flashline.
 - 4. Michael Kavulic reported good results with disability and faculty surveys
 - 5. Paul Albert will try to get the group together.
 - 6. Eve Dalton will contact faculty about participation.

IX. Member Concerns

- A. No member concerns.

X. Next Meeting: February 21, 2014

- A. Collaborate update: Preeti Palvankar.
- B. ECAR update: Michael Kavulic.

Meeting adjourned at 3:35 PM.
Minutes submitted by Linda Lewis.