**Computers & Technology Committee Meeting**

**11/19/2018**

1. Call to Order
	1. Terri Cooper-present
	2. Chris Adams
	3. Dominique Hallett-present
	4. Gina Hogue-present
	5. Henry Torres
	6. Hung-Chi Su-present
	7. Jill Simons
	8. Kevin Downum
	9. Len Frey
	10. Maria Barner
	11. Pradeep Mishra-present
	12. Ross Carroll
	13. Scott Doig-present
	14. Thomas Risch-present
	15. Timothy Burcham
	16. Tracy Farmer
	17. Subham Sarkar
2. Roll Call
3. Reading of minutes
4. Old Business
	1. Presentation of website that lists the services ITS offers
		1. Discussion of possible survey questions and populations the survey would be sent to
			1. #42-SPSS and STATA are both being used? Can we combine to use only 1 program?
			2. Still using NearPod
			3. Create survey that says what do you use
				1. Add question would you be interested in learning more
				2. What cloud storage service do you use?
				3. Add names and contact info
				4. Define stakeholders

Administrative assistants?

Instructors/faculty

Graduate students

Others?

* + - * 1. Do you use statistical software in your job? If not, skip a lot of questions. Create it so that if it doesn’t apply to them, they can skip sections.
				2. What job functions apply to your job?

Code Qualtrics to only provide questions that apply to the requirements of the survey taker’s job

* + - * 1. Put the survey together, then we can test it ourselves before sending it out.

Some faculty may have to take the entire survey due to research and teaching based positions. We need to test for efficiency so as to make the survey manageable.

* + - * 1. Ask instructors what they require their students to use.
				2. Freeware R, could replace SAS, MiniTab, SPSS
				3. Need to include training and migrating of data to the new solutions to increase buy-in
				4. Adobe creative suite/Cloud is being integrated methodically to targeted programs/departments within the university
		1. Finalize the plan to present it to the campus in a survey
	1. Blackboard Tegrity-It records lectures for later viewing. Can be downloaded as an .mp4. The professor has to enable student recordings.
	2. Discussion of next steps for creation of survey
		1. Terri would work on a first draft to be reviewed at the next meeting
1. New Business
	1. ?
2. Next meeting was scheduled at 12/4 at 3:30pm, if needed (I will be out of town)
3. Adjourn