

Please print and bring a copy with you to the meeting

Technology Planning Committee 2008-2009

October 22, 2008 at 2:00 pm in Education Annex 220

Expected Attendees

- C. Aanstoos (Senate)
- D. M. Baylen, Chair (Senate)
- M. Bray (Past Chair)
- M. Aldrich (VPAA)
- S. Broom (UAD)
- K. Kral (ITS)
- S. Lingrell (Enrollment)
- M. Renfrow (CPP)
- S. Smith (Library)
- Lewis (SGA)
- T. Mashburn (SGA)
- K. Middleton (SGA)
- Brickman (CAS)
- Daniel Rocco (CAS)
- Xu (CAS)
- B. Prince (COB)
- J. Huett (COE)

AGENDA

A. Old Business

Item 1: Approval of the minutes from the last meeting (Baylen)

Item 2: Review and Approval of the Statement on E-Tuition Distribution for next Faculty Senate meeting (Baylen)

The committee supports the current university position on e-tuition money distribution of 40% (to the Department), 40% (to the College), 20% (to the University) until more data is collected on how the money received at the department and college levels are being used to support distance learning initiatives and activities.

Item 3: Review and Approval of the Statement on Extending the Existing Technology Plan for next Faculty Senate meeting (Baylen)

The committee recommends the extension of the existing Technology Plan (2002-2007) until a new plan is completed and approved by the Faculty Senate. Given the recent reorganization of the Information Technology Services (ITS), the extension will provide the committee more time to develop a plan that is aligned with the appropriate components of the University Strategic Plan scheduled for implementation in 2010.

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Item 4: Update on Technology Plan Subcommittee (Bray)

Item 5: Update on IT Audit Timeline (Kral or Representative/Baylen)

Update from Dale Driver via email received 10/19/2008.

- *Preliminary information is due October 27th. We are nearing completion on the compilation of this information*
- *Will meet with PAC (hopefully) on the 28th to give an update of the audit status.*
- *We have met with Student Affairs and Enrollment Management division to update them on the audit process/status*
- *Planning meetings with Business & Finance and Alumni Services*
- *The following items have been updated or revised in preparation for the audit*
 - *IT Security Policy*
 - *IT Disaster Response and Recovery Plan*
 - *IT Tactical Plan*
 - *Incident Response Plan*
 - *Physical Access Control Policy*
 - *Employee Exit Procedure*

As a part of our tactical plan, we have listed that IT Strategic Plan is being updated, that ITS will be developing additional standards and policies in support of the IT Security Plan, and that the IT Security Plan is being updated for its annual submission in March.

Item 6: Preparation of the Annual Evaluation Report (Baylen)

Identify sections to be written and point person accountable for data collection and writing of the initial draft.

- *Progress report by units (Acquisitions, Implementations, Resources, Sources of data collected)*
 - a. *CAS (???)*
 - b. *COB (Prince)*
 - c. *COE (Huett)*
 - d. *Honors/DEC (Aldrich???)*
 - e. *Nursing (???)*
 - f. *ITS (Kral)*

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- g. Library (Smith)
 - h. Enrollment (Lingrell)
 - i. CPP (Renfrow)
 - j. UAD (Broome)
 - k. SGA (???)
 - l. ???
- Progress reports by related committees/subcommittees/task forces to TPC (Completed, Ongoing/In progress, Planned for the coming year)
 - a. TCC (???)
 - b. Technology Plan (Bray)
 - c. Technology Fee (???)
 - d. IT Audit (Kral)
 - e. Online Learning (Aldrich)
 - f. ???
 - Areas of Concerns and Future Activities by units (Acquisitions, Implementations, Resources, Sources of data collected)
 - a. CAS (???)
 - b. COB (Prince)
 - c. COE (Huett)
 - d. Honors/DEC (Aldrich???)
 - e. Nursing (???)
 - f. ITS (Kral)
 - g. Library (Smith)
 - h. Enrollment (Lingrell)
 - i. CPP (Renfrow)
 - j. UAD (Broome)
 - k. SGA (???)
 - l. ???

Drafts due by November 25, Tuesday via email to dbaylen@westga.edu and danilobaylen@bellsouth.net

B. New Business

Item 1: Open

C. Other

Item 1: Open

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