**CHE FACULTY ADVISORY BOARD FOR INFORMATION TECHNOLOGIES**

Meeting Notes

In attendance: Rachel Dunifon, Mary Miller (Asst Dir IT) for Randi Rainbow, Saurabh Mehta, Sharon Sassler, Amy Meckeler, Matthew Hall

Item #1: College Website Feedback.

*Feedback*: People directory needs to be global/consistent across the site and function easily, including being available with minimal clicks, containing email addresses and phone numbers, and CVs. Faculty need to be considered consumers/users of the website, so more input needed from them as a primary audience. Cross browser and device functionality is inconsistent. Globally, faculty research needs to be more present, leveraged, and accessible on the site. Analytics and leveraging analytics is important and should be accessible to select people. While there are common themes in terms of needs, goals for each area/department/unit need to be defined as sites are developed. In the future, an intranet may be useful for things like office hours, sharing among faculty committees, etc.

*Action*: A timeline of work – short and longer term – will be shared as well as a list of web content managers and project stakeholders to date. Added to the broad feedback she has received to date, she will add the feedback from this group, and will receive additional feedback when available. Longer term, more apps or other tools can be plugged into the site to serve as a kind of ‘intranet’ if needed. Short term work targeted for completion by December; longer term work targeted for end of June, 2018.

Item #2: Review of Spring 2017 Meeting.

*Feedback*: The CISER Advisory Committee has not yet been established, given the ongoing changes with CISER and wanting to avoid over-committing faculty to various committees. Saurabh is using the new red cloud-based CISER service and is happy with the performance.

The changes to IT service in the college is meeting the academic need. One exception is that it does not seem that changing the administrative passwords (so that each person has his or her own password instead of a common one used across all of CHE) has been completed. Matt Hall mentioned that he was never told/offered to change his password and thinks that others may also still be using the common CHE password.

*Action*: Mary will review an open service request mentioned by Saurabh.

Item #3: Software Management.

*Feedback*: Providing a web-based system for academic self-service of software is an acceptable method. The details that will be available for each software seemed reasonable to select the right software. The process of follow-up on the next business day after download would be good. One specific software topic is where things stand with the possibility of a college or university license for STATA (Saurabh noted that SAS is now available to use for free off of the web).

*Action*: The system will be made available to the FABIT committee when a beta version is available. Additional feedback will be incorporated prior to college-wide launch.

Item #3: CISER Cloud Service.

*Feedback*: The environment for the CISER cloud service was misidentified as being an Amazon service. It is a CAC (Center for Advanced Computing) and Red-Cloud offering. High capacity customers in Human Ecology have been made aware of the new offering. Saurabh was one of them and have used the new service and feel it is working acceptably.

*Action*: Rachel follow up with Bill Block to find out when/if other users will be migrating to the cloud, as well as whether STATA is available on it. Rachel will also ask what the payment structure is for the cloud-based CISER.

Item #3: Mandatory Screensavers.

*Feedback*: In compliance with University Policy 5.10 and the requirement to use password-protected screensavers on University systems, the FABIT felt the administrative burden was nominal and the requirement should be enacted on Human Ecology computers. The FABIT recommended college-wide communication prior to enacting the change.

*Action*: Develop a communication plan for enabling password-protected screensavers on Human Ecology computers. Roll out the update.