

Technology Governance Committee (TGC) Meeting – November 1, 2016

Attendees:

Dr. Myra Burnett - Interim Provost and Vice President for Academic Affairs
Dr. Lisa Hibbard. - Associate Professor of Chemistry and Co-Chair, Education Technology Committee
Professor Brandeis Marshall - Chair, Computer & Information Science Dept.
Geneva Lane – Executive Assistant, College Relations
Adenike Akintobi – Enrollment Data Analyst
Henry Twum - Sr. Human Resources Information Systems Analyst
Ingrid Hayes - Vice President for Enrollment Management
Delores Barton – VP & CIO, Media & Information Technology
Sandra Butler – AVP, Educational Technology
Amber D. Jones – Student Representative
Theresa Marquez (recorder) - Executive Assistant, MIT

Committee Meeting Notes

Several organizational and structural topics were covered.

Portal Development – Sandra Butler

Build as primary communication vehicle for the College.
Minutes, organization and members, project status, feedback mechanism to be included
To support communication needs for all Technology Governance Committees: Staff, Students, and Faculty

Clarifications needed:

Develop matrix of categories of technology that TGC will process
Relationship with Resource Allocation Committee
Senior Team operational interface

Survey template to be developed for all committees to use. Core questions will be the same, but each committee will add questions relevant to the populations they support.

Committee Action Items Due by December

Create a Technology Governance distribution list - **Done**
Develop a process for how the sub-committees will interact with the Technology Governance Committee – **In Progress**
Inventory of all licenses purchased by MIT and a list of all department license purchases/Environmental Scan - Service catalog can be used for this process. - **In Progress**
Mapping the Technology Governance Committee process including how grievances will be handled (LucidChart). . - **In Progress**
Create a repository to post summary committee notes (Portal) campus wide where comments can be submitted and viewed by everyone (campus wide access). - **In Progress**

Committee Action Items Due by January

- Post all approved minutes on the TGC tab in the portal.
- Add hotspot to each subcommittee that will list the members.
- Draft a survey template and will bring to next meeting for the committee to review.
- Ask EAB about the integration process with LMS - At chair training it was identified SSC did not integrate with Moodle. (Example attendance from Moodle).
- Develop a structure for those items coming to TGC which are "informational purposes ONLY". Example Moodle upgrade.