

Information Technology Services Leadership Meeting

June 6, 2006

Minutes

Attendees: Harry Berger, Dave Dominish, Lev Gonick, Jeff Gumpf, Peggy Gup, Alan Hauptman, Dave Kovacic, Tony Kramar, Mike Kubit, Bonny Lafave, Megan Linos, Irene Medvedev, John Morton, Nate Murphy, Colleen Nagy, Steven Organiscak, Rick Parkin, Beth Quinn, Chet Ramey, Ron Ryan, Wendy Shapiro, Tom Siu, Jill Tatem and Lora Veselsky

Colleen called the meeting to order at 9:05 a.m. Tony Kramar submitted changes to the May 2 minutes, EAS update section. The revised minutes are available on the ITS web site.

TEC Classroom Survey

Wendy introduced Instructional Designer Megan Linos, who attended in Mace Mentch's absence. Megan reported the results of the MediaVision Courseware (MVCW) student survey. The survey was conducted from November 29 – December 2, and achieved a 35% response rate. The survey was conducted to determine whether MediaVision Courseware improved the freshman experience, promoted success and confidence, enhanced the student experience in large lecture classes, and improved retention. Most students used the courseware to view missed lectures or to review lectures to improve comprehension. Just over 80 percent connect from on campus, and felt it was easy to connect to the videos. Playback was more problematic, with almost half saying that playback was flawed. The survey showed that students were not more likely to miss class knowing that a video lecture was available. Students agreed that they had a more thorough understanding of the course concepts because of MVCW and could learn at their own pace. Ninety-six percent of respondents would recommend taking a MVCW course. Next steps include a faculty focus group, improved searching capabilities and improved homework experience.

Year-End Close '06

All correcting entries, salary adjustments and journal entries for transactions which occurred prior to February 1 must be submitted by the close of business on June 6. The deadline for transactions that occurred after February 1 is July 6. Invoices received by 5:00 pm on July 6 will be charged to the appropriate fiscal year by date of invoice, not the date of requisition or PO. Details can be found on the Controller's web page. Please note that any and all new purchases must be routed through Lev for approval. Please be sure that your department assistant is aware of this procedure.

Postmortem on the Layoffs

Directors commented on the difficulties of getting clarification from Human Resources, and reported that there were situations where incorrect advice was given. Because TIS and EAS directors were not provided with a list of laid-off employees, many still have full network

access. TIS has been shutting off network access as departments have requested, but only 13 out of 99 names have been removed. Lev said he would contact Finance and Administration to get some closure.

Jeff talked briefly about establishing a policy of not using individual email addresses for general departmental business, which can cause problems should the employee leave the University. He recommended that departments identify an alias for office-related interactions. TIS will soon offer a mail box which is not associated with a particular individual.

Project Portfolio

Colleen talked about the past view versus the present view of the benefits of project management. She will be looking at methodologies and a "common language" in order to teach everyone in the organization project management.

Travel and Video Conferencing

Lev advised that, beginning July 1, there will be a new reality regarding travel at Case. As travel will be highly restricted, Lev wants to put together an initiative using videoconferencing as a viable alternative to travel. He asked Mike Kubit to identify a videoconferencing package, including training and support, which can be offered to the entire campus. This and other collaborative tools will be a major factor going forward.

The Board has approved a five year plan, and as of this writing no further cuts are anticipated. ITS took a \$1.4 million hit, and needs to raise \$100,000 so that additional cuts will not be mandated. HR has outlined a strategy for additional salary sums to be paid out in lieu of raises; Lev and Colleen will work on an implementation. Further benefit "clawbacks" can be expected. The rebranding issues will be revisited.

The meeting adjourned at 10:40 am.