

## STUDENT AFFAIRS IT OVERSIGHT COMMITTEE

DECEMBER 16, 2008

3:00 P.M. VPSA CONFERENCE ROOM 1

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In Attendance: David Clokey, Tom Bloom, Gay Douglas, Dan Doerr, Deb Hubbell, Cathy Downs, Larry Druckenbrod, Jenn Lucia, Denise Beal, Corey O'Brien, Christine Wilson, Wes Gregonis

### Proposals

**1. CMHS Webcams – Priority Assignment by SAITOC: A**

Because CMHS is looking to be accredited and they are behind with this technology, the Committee felt that this should be an A. As an alternative and until this can be completed by SAIT, CMHS should look into using camcorders for this purpose. Deb will follow up with Barry Schreier about an interim step.

**2. Residential Life Student Work Order Program – Priority Assignment by SAITOC: A**

Residential Life currently has a system in place, but it is antiquated and VERY hard to modify. It is a short term option at best as Residential Life would like to move to a 24/7 service orientation and a robust work order system is imperative for this to happen. The desire is to buy an off the shelf product as it would take at least 6 months to write a program internally. The Committee discussed the potential to expand the use of the work order system beyond Res Life to other departments in the Division (SHS since Res Life provides the housekeeping service, Dining and the SU for internal offices –Cultural Centers, QSR's, etc. Tom will communicate to Res Life and someone from SAIT will work with them to write the RFP.

**3. CSD Learning Technologies Lab – Priority Assignment for the initial set up for required services: A. The additional installation for enhanced services will be done incrementally over time with the hope it is in place for fall 2009.**

CSD will begin charging for enhanced services so it's important that this lab be up and running soon. SAIT has already installed some info at individual work stations and CSD has purchased some of the equipment already.

**4. Community Standards Camcorders – Priority Assignment by SAITOC: A for Camcorders; C for Editing**

There are two components to this request; the first is to set up a camcorder to record hearings that may potentially result in suspension or expulsion for the purpose of appeal review. The second request is to record presentations for training and other staff development purposes. The editing functions on inexpensive software are not very robust and the quality is less than desirable. Career Services and Dining Services both have high end computers with advanced editing software and significant storage capacity in their respective offices that potentially can be used by Community Standards. The SAITOC did not believe there was a need to purchase another set up given the current system, at least in Career Services is underutilized. Another option is for Community Standards to use the office on campus that professionally prepares video productions. David will follow up with Cathy to discuss further.

**5. Career Services Webinar Technology – Priority Assignment by SAIT: A**

Tom indicated this would be a contract set up with an outside vendor that would provide the connections for Career Services and others (potential employers, etc., off campus). Such a service would function similar to how the Division managed access to Survey Monkey. Career Services should go ahead and purchase this with an off campus firm and alert other departments that it is available for use. Tom will follow up with directors at the Division staff meeting on Wednesday, December 17 to see if others are interested in this service.

**6. Dining Services C-Store POS System – Priority Assignment by SAIT: A**

It is clear that Dining needs a POS system for the Convenience Stores. It was agreed that Dining should begin to develop and RFP now for this service and utilize SAIT to help define the technical needs. Inventory control, pricing and ringing up items at check out are currently being done manually. Once a vendor is decided and on campus, it will take approximately three weeks for SAIT to install the set up.

**7. Dining Services PDA Interface with FoodPro – Priority Assignment by SAIT: C**

Dining currently has something in place to manage the inventory for the board plan and retail operations. Using PDA's would eliminate a step in the process and reduce inaccuracies. This request is a Wish List item for them and it can wait.

**8. Dean of Students File Maker and Data Collection Format – Priority Assignment by SAIT: A**

This would be similar to a Case Management System and similar to what CSD is currently running. Because most of the coding is already written for this, it would take two to three months to complete.

**Upgrade Request Form for Review**

Currently SAIT agrees to provide system upgrades once a year for each purchased software program. SAIT would like folks to request an upgrade with the attached form and provide the rationale for the upgrade. If the upgrade does not provide additional benefits for the end user, the decision to wait until the next version of software would allow SAIT staff to devote their time to other projects. Tom will share this with the Directors at Wednesday's staff meeting. Committee members were also asked to discuss this with others in their department. When completing this form, each area should work with their Tech Liaison to be sure it is completed properly prior to submission to SAIT.

**SAIT Spring/Summer Activities**

Tabled until the next meeting

**SAIT Staffing Update**

Evelyn had her twins and all are doing well. An offer letter has been received for the new Software Developer who will start on January 30, 2009. They are negotiating with a Database Administrator position and the Data Analyst search is being reviewed.

**Update on Project List**

Tabled until the next meeting so the Committee can review and see where the above projects might fit in.

**Next Meeting**

Cathy will set up a meeting in January so that Committee members can prioritize the above projects into the overall project list.