

STUDENT AFFAIRS IT OVERSIGHT COMMITTEE

September 17, 2009

2:00 P.M. VPSA CONFERENCE ROOM 1

In Attendance: David Clokey, Tom Bloom, Gay Douglas, Dan Doerr, Cathy Downs, Jenn Lucia, Denise Beal, Pam Schipani, Beth DeRicco, Deb Hubbell, Cindy Morrissette, Corey O'Brien.

Purpose of Committee and meeting time

David reviewed the initial purpose of the Student Affairs IT Oversight Committee to review and make decisions on the many projects/request that were being proposed for SAIT. It was important that this group met to make quick decisions on certain projects. One of the goals of this meeting was for Tom Bloom to provide updates to the group and provide the big picture on projects being handled by SAIT. David suggested that the Committee continue to meet only once or twice a semester unless there is a need for timely consultation. If necessary, Cathy will schedule a meeting or communication will occur via email with a request to the members to respond in a timely manner.

Cathy Downs will work to schedule our next committee meeting in January.

Division-Wide Needs

Tom shared some projects that he feels can be used Division-Wide:

- A **Card Swipe** program to track attendance at events (Career Services, Student Activities, Student Union would all like to have access to this type of program) has been requested by a number of units
 - We could use this information for assessment and will help to understand better who uses our services.
 - Once Student Voice is purchased for Division-wide assessment the Assessment Committee will ascertain how this tool can be used to gather information.
 - Tom asked Committee members to continue to think about ways in which we could utilize a card swipe program. Let Tom know as you think of more ideas on card swipe usage.

- Can we use **RSS Feeds** on the Division intranet? Can these feeds be utilized more than they currently are being utilized?

Student Worker Management

- Does the Division have the need/desire to streamline how we hire and manage student workers? Currently Dining Services is using a student worker management system that we might be able to share with the Division – is this something that has universal appeal?

Audit Update

- Tom is working to develop a department Business/Service Continuity Plan for the Division
- Tom and his staff will begin to work on Risk Assessment in the next month or so.

- In November Tom and staff will review the impact of account management and work with UITS for storage and backups.

Project Updates

- Division web services will be reviewed in the next few weeks.
- Encryption of hard drives has taken place in Student Health Services and SAIT. The plan is to wait to do any additional departments to see how the encrypted computers work in our SA environment.
- Replacement of key core data base servers is in process
- VM ware server cluster is now up and running
- SharePoint has been implemented for the Division intranet, and the following department sites are in place: VPSA , Dining Services and Career Services
- Software developers working on client management development process and will start in October on the next stage of the CSD program
- HR System implementation in Dining Services is going well

Next Meeting

The next meeting of the Student Affairs IT Oversight Committee will be held on Thursday, January 14, 2010 at 2 p.m. in the VPSA Conference Room 1, Wilbur Cross Building, Room 29.