UNM IT Academic Technologies Advisory Board
Minutes: Tuesday, February 28, 2017
Scholes Hall Roberts Room
9:00 am – 10:00 am

Attendees: Alfred Mathewson, Kate Krause, Mark Peceny, Kymberly Pinder, Alex Seazzu, Greg Heileman, Jonathan Wheeler, Kevin Comerford, Elisha Allen, Alesia Torres, Brian Pietrewicz

Chair: Julie Coonrod

Support: Emily Morelli

Topics

1. Review and approval of charter/membership changes
   - Julie reviewed the initial TIG report and felt the Academic Advisory Board was on point in terms of the charter. The report indicated that the advisory board membership and chair should rotate annually, which is an opportunity for a membership Subcommittee.
   - Duane has extended an invitation to HSC Deans to attend; Nancy Ridenour replied that she is retiring in August; Deborah Helitzer would like to attend, but has a scheduling conflict; others have yet to reply.
   - Jonathan Wheeler reported that the Faculty Senate Technology Use committee expressed the desire to have more faculty representation on the Academic Technologies Advisory board. It was agreed the two originally slated at-large faculty members remain on the board, and that the board determine a process to select those members. It was also stated as a reminder that the board meetings are open to all faculty to attend.
   - Action: Julie will talk to Dean Ridenour about inviting an Associate Dean from the College of Nursing to sit on the board.

2. Quick overview of topics from other Advisory Board meetings
   - Julie attended the Research Technologies Advisory Board, where they discussed the direction the board should take.

3. Administrative Application Portfolio versus Academic Applications Portfolio (Alesia Torres & Elisha Allen)
   - Elisha presented the Academic Services Portfolio (presentation attached), proposing definitions and technology catalogs for Administrative, Academic/Instructional and Research Technologies; acknowledging distinctions and overlap; and suggesting that services have an organizational home and governance interest.
   - There was discussion about surveys and clarification that IT Academic Technologies was the technical owner of surveys, but the Office of Institutional Analytics is the functional owner, i.e., IT does not write policy regarding surveys, but supports survey tools. Action: Alesia will provide access to the master list of tools that identifies technical & functional owners, vendor contacts, etc.
   - There was discussion and clarification about the Library learning environments. There are three main computer classroom spaces in the library; the Library will continue to support those spaces. Duane stated that Kevin Comerford will attend the ITO meetings to get a better grasp on what they are doing, and continued discussions about a Library ITO will occur. There was also discussion about the MALL space. Brian introduced the idea of an eventual VDI
• As Elisha presented the portfolio list, Julie requested that quantified information be provided regarding use alongside the portfolio. **Action:** Elisha will provide metrics in terms of faculty use of services listed in the portfolio.

• Elisha presented a draft organizational chart (attached) reflecting the merger of NMEL and IT Classroom Tech, with teams organized by 1) Learning Environments (Computer Labs/Classroom Tech Services/Classroom Services); 2) Learning Collaboration Tools & Digital Media and Synchronous Online Classes/Production; and 3) LMS & Surveys (Applications & Accounts & Academic Tech Support).

• Julie requested information regarding distributed IT currently being managed locally to gain a better holistic view and identify how collaboration might be successful for all units. **Action:** Elisha will work with ITOs to provide diagrams showing other units’ learning-related IT structures.

• Alesia presented the Administrative Services Portfolio.

• Julie was concerned that grading was represented in the Admin portfolio, but not the Academic portfolio. She requested that at a minimum “grade entering” be added to the Academic portfolio.

• Alesia presented the Applications organizational chart, with teams organized by 1) Enterprise Custom Development; Enterprise Apps Operations; Enterprise COTS Application Support; Enterprise Application Support; Enterprise Data Infrastructure and Reporting; Enterprise COTS Development/Enhancement; and Early Childhood IT (formerly in NMEL).

• There are other units managing administrative apps locally, specifically IT HR, Finance Systems Management, and Enrollment Management (which now has an IT Officer, Anthony Ballo). The School of Medicine uses a different Learning Management System. **Action:** Duane will work with ITOs to provide diagrams regarding parallel operations.

• The Research Technology Services portion of the presentation was deferred until the next meeting.

4. **Discussion of strategic planning session for 3/9**

• There will be a strategic planning retreat for the day of March 9, from 8:30 am – 4 pm.

• Interested parties include: Julie Coonrod, Geraldine Forbes (will send IT manager); Jonathan Wheeler; Alfred Mathewson; Greg Heileman; and Mark Peceny.

**Miscellaneous**

• IT is working on a comprehensive communication plan.

• Enrollment Management is working with a Customer Relationship Management application that may eventually be rolled out for other departments.

• Discussion about departmental phones will take place at a later date.

• Ensuring that information regarding faculty training & support is prioritized and communicated will remain a sidebar agenda item. IT Academic Technologies supports faculty training & support in conjunction with the Center for Teaching & Learning and Extended Learning.

**Next Meeting:** March 28, 9:00-10:30am Scholes Hall, Roberts Room