Chair: Mark Peceny  
Attendees: Regina Carlow, Debby Knotts, Jon Wheeler, Elisha Allen, Duane Arruti, Dean Bernardone, Jon Bocock, Brian Kimura, Tim Johnson, Kirsten Martinez, Brian Pietrewicz, Alex Seazzu  

Topics  

1. Review Meeting Notes – (No changes to meeting notes)  

2. New Chair Selection (Dean Peceny)  
   a. The committee reviewed the charter which states chairs are “elected from voting membership.” Interim Dean Carlow will consider serving. Dean Peceny will serve for the summer meetings. The new chair will begin serving in Fall 2019.  

3. Suggested Revisions to the Scoring Rubric (Attached, Director Allen)  
   a. Director Allen reviewed the current scoring rubric which has over 60 questions, unclear scoring assignments, and questions that cannot be answered. With input and approval from the scoring committee, IT Director Allen provided a draft revised rubric for the committee to review and asked for further input and/or approval to test the revised rubric. CIO Arruti asked if the rubric could be refined further; the administrative board has a rubric with 10 questions. IT Director Allen reviewed the administrative board rubric with the committee. The committee discussed the request submission, review and scoring process. Requests come from individual faculty, department chairs, program directors, etc. Executive Director Knotts asked if requests from individual faculty are further reviewed by the appropriate chair or dean. The revised rubric indicates if a request is made by an individual, department, college, or “all.” Deputy CIO Pietrewicz asked if IT Officers can be included in the evaluation of requests.  

   **Action Item:** IT Officers will be included going forward in request evaluations.  

   Executive Director Knotts asked what type of requests are considered administrative versus academic. Academic requests are for classroom technology. Technology requests that benefit students outside the classroom are considered administrative. Some requests fall under both groups.  

   **Motion:** Dean Peceny asked if the committee approves testing the revised rubric.  

   **Decision:** The motion is approved. Additional evaluation and review will be completed as needed.
4. Student Technology Fee and FY20 Budget (CIO Arruti, IT Directors Martinez and Allen)
a. CIO Arruti discussed the proposal for a different funding model that has a student technology fee based on headcount that is separate from other student fees. SFRB supports the new approach. This differentiates technology as a core need. Director Martinez reviewed 3 scenarios for FY20 for the $1.7 million in academic technologies expenses. Scenario 1 would move all academic technology costs to I&G; this is not an option because there are no dedicated I&G technology funds. Scenario 2 which was approved funds ~$1,075,000 through a student technology fee. This has been updated to include the recently approved Adobe Creative Suite licensing for all students. This is shown in Scenario 3.
b. The Regents approved the following fees: $50 for Fall term, $50 for Spring term and $10 for Summer term. Branch campus students and School of Medicine residents are excluded; these groups were already excluded from SFRB fees. The student technology fees will support classroom technology, pods, and licensing related to classroom technology. CIO Arruti discussed how this approach is a model for IT to work directly with students on technology for learning environments. The approved funding leaves ~$625,000 that is used for student employees that will not be funded through the technology fee. The $1.7 million doesn’t fully cover all IT expenses. It is a good model and significant step towards moving to a headcount model for all faculty, students, and staff. It also provides full transparency in what services are being provided for the fees assessed. Dean Peceny agreed it is an important next step for moving IT funding for all units to a headcount model. This approach provides more stability in funding for core IT services.

5. Adobe Creative Campus (CIO Arruti, IT Director Allen)
a. CIO Arruti discussed the successful initiative that allows all students to have access to the Adobe Creative Cloud suite for a cost of $19/student/year versus the current cost of $240/year. The initiative was discussed with faculty, executive leadership, deans council, ASUNM, GPSA, and HSC student council and received support from all groups. Interim Dean Carlow asked about the cost for faculty which is currently $170/year. CIO Arruti advised Adobe will provide faculty licenses for $19/year. IT is reviewing budgeted licensing costs to determine if existing funding can provide licenses to interested faculty at no cost and still move away from the chargeback model. IT Director Allen requested committee members identify the number of licenses needed for their units so a sufficient number can be purchased and also ensure all purchased licenses are used. CIO Arruti concurred that in order to make sufficient licenses available without cost to faculty, the support of the advisory board members is needed to identify the correct number of licenses.

The committee discussed the importance of units maintaining individual technology fees which support specialized and differentiated services for students. Concurrently, additional evaluation is needed to determine how institutional funding for IT can be supported to provide needed streamlined services to the units. Dean Peceny suggested differential tuition may be a potential source of funding to support institutional IT funding.
To ensure UNM faculty, students, and staff get value from this agreement, additional promotion and support will be needed. Adobe has committed to help with training, marketing, and a $100,000 commitment to developing a physical lab space. On 4/30 and 5/1, Professor Todd Taylor from UNC Chappell Hill will meet with faculty to discuss his work with incorporating digital literacy into the curriculum and provide hands-on workshops using the tools.

6. Funded IT Minor Capital Requests (IT Director Martinez)
   a. IT Director Martinez reviewed the minor capital requests totaling $565,000 that were funded. They include refreshes of large lecture halls (engineering, anthropology, science/math learning center, Kiva) and network updates in Electrical & Computer Engineering. Associate Director Johnson reviewed the significant reduction in maintenance costs that are associated with upgrades to classrooms. The projects will be completed over the summer. CIO Arruti advised an additional $100,000 in funding for projects submitted by A&S and Honors was approved.

   IT Director Allen advised they are receiving a large number of requests to provide lecture capture and live collaboration technology in large classrooms and the SUB. Without the appropriate technology, the current approach to support these activities incurs significant costs and academic technologies doesn’t have sufficient staff to provide this support in addition to current classroom technology responsibilities. Funding has been approved to add appropriate technology additions to these spaces to support these activities. The primary use for these spaces if all the requests are funded, particularly for the SUB, would be for events such as Regents meetings, accreditation meetings, conferences, etc. Secondary usage of the spaces for teaching and learning would be possible. Executive Director Knotts asked what accommodations have been made for storing course content. Associate Director Bernardone advise that current sites are used at 80% capacity. For this year, the current provider Caltura has agreed to maintain the current cost and provide unlimited storage for lecture capture. Next year an RFP will be sent to appropriate vendors. Their scope for developing the RFP is for academic needs which would include faculty lecture series. To some degree, needs outside of the academic scope such as administrative activities can be met through existing products such as Microsoft 365. Associate Professor Wheeler discussed areas within the library that are capturing and storing video content. There are other library supported options that he didn’t have specifics about who and how these services are used. Associate Director Bernardone advised some work will begin over the summer with the remainder happening over the year as allowed given other projects already planned. As the classroom spaces become available for scheduling, Associate Director Bernardone and Executive Director agreed they will need to have offline discussions to ensure the content capture, particularly for off-pattern classes is managed effectively.

7. Pooled Funding for Committee Prioritization Kickoff Discussion (CIO Arruti)
   a. CIO Arruti discussed information from Educause that indicates advisory boards are most effective long-term when they have dedicated funding to move initiatives forward. He would like to develop a proposal for the Provost’s office that would use one-time funding from IT and ask for matching funds that would be make available to each advisory board; He would like to do this for one year and also develop a a 3-year model. He asked if this
committee supports this approach. IT could provide $100,000 so there would be $200,000 total for the 3 boards. IT funding comes primarily from salary savings. Generally, salary savings funding is invested in classroom initiatives. He would like to use some of this year’s salary savings to support the advisory boards. Dean Peceny and other committee members were supportive. There was discussion if one proposal for all three boards versus individual proposals for each board would be the best approach. This committee supports one proposal supporting all three boards.

**Action Item:** CIO Arruti will develop a proposal to present to the Provost.

Adjourned at 10:15

**Next Meeting:** *June 25, 2019, 9:00-10:30 am, Scholes Hall, Roberts Room*