

Applications Steering Committee

Agenda
December 13, 2010

Present: Cheryl Cluchey, Denise Grinnell, Leah Monger, Rick Christner, Don Flickinger Jennifer Thede, John Urbanick, Deb Yost

Review of the Minutes – Leah made the correction that the mobile app developed is to access the library's **catalog**. Cheryl said pilot for the online wait list was unsuccessful. The pilot will be attempted again in summer.

IT Project Website – John shared the open/closed projects report that Jim Cook has been refining. John said IT said the field to track hours has been added. This adds value by showing the human hours spent. Projects report is updated once a week. The report shows a pie chart with projects by department; might show by division at some point. John talked about the migration from Novell to Microsoft Active Directory. Moving to AD means we have to move users off of Novell into a new environment and get training. It is a big challenge/project/change for the University. The first phase will lay the foundation: designing the schema, what tools we'll need to use, etc. The second phase will move users with schedule to be determined; this is a two year project. Don said that administration needs communication and to understand the implications. Rick echoed that statement since this project touches everyone on campus. The library has proxy servers helping to manage the databases and Rick Bearden needs to be involved. Don said to make sure Jerry is sharing this migration project in the VP project collaboration meeting. Rick C suggested that dollars be moved out of the general fund divisional accounts into a project account.

When should closed projects come off the report? The group said in a year, by fiscal year. The group would like to see the projects under quick links.

Projects for Review

Extron – is a product that will provide central management of audio visual equipment in classrooms. It will allow instant assistance in a classroom if there is an issue. It is approximately \$7,000 and an ongoing maintenance cost. TAC is responsible for the cost and annual maintenance.

John shared the Extron project request process as an example to make sure the forms have the right information to fill out. Don said it will be important to indicate if there will be surveillance implications so faculty have the proper perception; there is a piece in the FFA contract about camera surveillance. John will add some language that primary audience for phase 1 is MCO. The cost indicated does factor in future growth beyond MCO. However, utilizing Extron beyond MCO may not constitute a project for review. Rick wondered how often calls come in for emergency AV work, and John said it happens about once a week. The Extron solution is a positive step that should be supported and communicated out. IT can check the work order history on AV issues and identify where "hot spots" of calls come in from and work on improving those areas first.

The group is supportive of the Extron project and the time/funding spent. Don said the process for reviewing the rating worked well. Rick said when this project is added to the open list, where will it fall and should the ASC help to prioritize it properly. John said we will need to adjust the target date of 12/31 and talk to the customer about. We should add the rating field to the report to see where each project is in the list. Denise said we should add that the projects are "approved" or "approved and started". John said once the ASC approves a project, the project manager needs to enter information into Innotas.

What Type of Projects Require ASC Review? (Time Permitting)

John would like to bring all projects to ASC for approval for the next 6 months.