ACADEMIC AFFAIRS TECHNOLOGY COUNCIL (AATC)

Group: Academic Affairs Technology Council	**Minutes Prepared By: Kimberly M. Gay, AATC Secretary, Head of Reference and Information Services- JBC Library**
Meeting Date:	11/10/2016 **Date Minutes Prepared**: 11/10/2016
Meeting Time: 2: 15 pm to 3:10 pm	
Committee members: **(RED: Did Not Attend 11/20/16 meeting)**	Ms. Demitirs Cambric, Academic Affairs **Ms. Melissa DeWitt, University College** Dr. Jennifer Erdely, Language and Communication Dr. Sherri Frizell, Computer Science Mr. Chris Galvez, College of Engineering **Ms. Kimberly Gay, John B. Coleman Library** **Dr. Carmen Carter, Graduate Studies** Dr. Charles Grear, Social Work, Behavior and Political Science **Mr. Kenneth Hines, College of Business** Dr. Lisa Hobson, Faculty Senate Ms. Stephanie Holmes, Distance Learning Dr. Cleveland Lane, Biology Mr. Kenyatta Simmons, Recruitment Mr. Isaac Smith, College of Nursing **Mr. Pankay Chhetri, School of Architecture** **Dr. Ashwani Srvastava, College of Agriculture** Dr. Ruby Stevens-Morgan, Institutional Research **Ms. Joy Thomas, Financial Aid** Dr. James Valles, College of Arts & Science Dr. Kitty Warsame, College of Education **Mr. Michael West, Ellucian**
Optional Participants	**NONE**
Meeting Leader(s):	**Mr. Kenneth Hines, College of Business- appointed meeting organizer in the absent of chair, Cambric**
Location: **Nathelyne A. Kennedy Architecture and Art Bldg; Rm. 261**	
Topic: Formation of council plans, old business, new business and technology reviews **Noted: no voting could commence since the present meeting members did not meet a quorum and the chair was not present**	
Note:	**(Agenda in Black/Minutes in *Blue Italics*/Red Flags in <u>Red Underlined</u>)**

INTRODUCTION

Category	Discussion Leader	Topics for Discussion	# Minutes Plan	# Minutes Actual
Introductions	**Kenneth Hines**	Welcome and Introductions	2	*1*
Minutes Review	**Kenneth Hines**	Review and Approval of Minutes	3	*1*

Category	Owner	Description	Date Due	#Minutes Plan	#Minutes Actual
Council	Kenneth Hines	**Approval of the Technology Strategic Plan (ITGC):** • Contact Midhat for a follow-up and update • Plan submission on Wednesday 11-16-16 • AATC stay involved with the interworking of ITGC • Draft a memo letter to send to ITGC to ask for shared communication between AACT • Need feedback notes form the strategic plan inputs • Strategic plan needs to have an action plan section- how do you achieve the goals of the plan • Research/production, trainings- IT		5	*12*
Onboarding	Kenneth Hines	• Need a coordinator to organize the onboarding list • West and Chhetri volunteered to work on finalizing the onboarding checklist • West and Chhetri will collaborate with AATC secretary to finalize the document for AATC rough draft reviewing • Noted to make sure to work with ITGC to gather all the correct technology onboarding items for each: Faculty, Staff and Student		20	*4*
Council	Kenneth Hines	**IT Catalog comprehensive list:** • Dewitt's group working on finalizing an IT Catalog list • List of all the technology software for each college and department on campus • Due for completion is January 31, 2017 • Will look at the Texas A&M University System software contracts to add to the IT Catalog		15	*5*
Council	Kenneth Hines	**AATC Charter and Bylaws:** • Motion to have Chair of AATC and Provost Nave to appoint two students (undergraduate and graduate) from the SGA council- work with SGA president to solicit names to be on the AATC • Students would not have voting rights • Students would serve to help solicit feedback on technology efforts of the AATC across the all the PVAMU campuses • Students would have a one term year appointment (spring, summer, fall) • Students would join the AATC on February 1, 2017		20	*7*

NEW BUSINESS

Category	Discussion Leader	Topics for Discussion	# Minutes Plan	# Minutes Actual
	Kenneth Hines	Secretary design a rough draft formal request memo to send to the ITGC asking for shared governance in communication with their meetings-notes, events and programs. Rough draft Memo will be reviewed by AATC chair and members before circulated to the ITGC chair for review and implementation	5	*9*

Category	Discussion Leader	Topics for Discussion	# Minutes	
			Plan	Actual
	Kenneth Hines	Hines is sending/forwarding the email to all AATC members on the software list of new technologies from Texas A&M. New charge for Ms. Gay to gather information on DocUsign from the vendor and report findings at the next AATC meeting	4	*10*
	Kenneth Hines	Wi-Fi Infrastructure still needs improvements on travel speed and ubiquitous access Safe Connect issues and concerns Student worker accounts and login issues of time turnaround for login services under administration accounts when students are working in secure areas on campus	5	*3*
	Kimberly Gay	On confirmation on the last meeting of the year: Thursday, December 8, 2016: Time 2 pm Location: TBA	5	*2*

Category	Discussion Leader	Topics for Discussion	# Minutes	
			Plan	Actual

ON-GOING DISCUSSIONS

Category	Owner	Status	Date Due	#Minutes	
				Plan	Actual

Academic Affairs Technology Council

Meeting Notes: November 10, 2016

Respectfully Submitted by

Kimberly M. Gay

AATC Secretary

Head of Reference and Information Services/ Academic Reference Librarian

John B. Coleman Library

November 10, 2016