



ACADEMIC AFFAIRS TECHNOLOGY COUNCIL (AATC)

Group:	AATC	Minutes Prepared By:
Meeting Date:	01/12/2016	Date Minutes Prepared: <u>Kimberly M. Gay</u>
Meeting Time:	2:00 PM – 3:30 PM	
Participants Invited: <u>(Did Not Attend)</u>	<p>Ms. Melissa DeWitt, University College- remove now at UTSA 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 Gear, Social Work, Behavior and Political Science Mr. Kenneth Hines, College of Business Dr. Lisa Hobson, Faculty Senate Add Graduate Student (1) Ms. Stephanie Holmes, Distance Learning- telephone conference Dr. Cleveland Lane, Biology Mr. Kenyatta Simmons, Recruitment Mr. Isaac Smith, College of Nursing Dr. Yunsik Song, School of Architecture Dr. Ashwani Srivastava, College of Agriculture Ms. 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, Title III Add Undergraduate students (2)</p>	
Optional Participants	Dr. Felecia Nave	
Meeting Leader(s):	Demitris Cambric	
Location:	Face 2 Face Kennedy - Conference Room 261	
Topic:	Academic Technology	
Note:	(Agenda in Black/Minutes in Blue Italics/Red Flags in Red Underlined)	

INTRODUCTION

Category	Discussion Leader	Topics for Discussion	# Minutes	
			Plan	Actual
Introductions	Cambric	Welcome <ul style="list-style-type: none"> • Notes the meeting would have a main focus on the planning and implementation of the First PVAMU Fall 2017 Technology Summit • Made contact to find students for the board through the Student Government Association • The Charter and Bylaws have been approved • Dr. Nave is affording five (5) full reimbursement if attending the TAMU Technology Summit February 2017 in Galveston, Texas 	2	<u>4</u>
Facilitate Update	West and Chhetri	Update on Onboarding Checklist. West and Chhetri <ul style="list-style-type: none"> • The list has been condensed to only highlight the relevant onboarding items for faculty, staff and students • The document is still a work in progress and completion is near Recommendations include a possible <ol style="list-style-type: none"> 1. Flyer in the new employee packet or our own new employee packet that discusses technology resources for the campus 	10	<u>5</u>

		2. Helpful tips 3. Link on the website for onboarding/w a checklist possibly interactive.		
Facilitate Updates	DeWitt and Holmes	Update Information Technology Service Catalog. DeWitt, Holmes <ul style="list-style-type: none"> Holmes stated the service catalog is on track for completion January 31, 2017 	5	4
Facilitate Discussions	Hobson	PVAMU Technology Strategic Plan – Share <ul style="list-style-type: none"> Ongoing communication with Medhat for the AACT to be in sync with Technology Council 	5	3
Facilitate Discussion	Cambric	Action items <ul style="list-style-type: none"> PVAMU Fall 2017 Technology Summit (brainstorming) 	35	38
Facilitate Discussion	Cambric	On-Going Issues <ul style="list-style-type: none"> Communication within all technology services Compliance and streamlining technology services across the campus 	10	2
Facilitate Discussion	Cambric	New Business	5	2

ACTION ITEMS

Category	Owner	Description	Date Due	#Minutes	
				Plan	Actual
Documents	Committee	Approve By-Laws and Charter	12/8/2016	5	1
Documents	Committee	TAMUS Technology Conference – Process	12/8/2016	5	1
Documents	Committee	Discuss Technology Summer – Fall 2017 <ul style="list-style-type: none"> See pages 3-5 of this document 	12/8/2016	35	38

NEW BUSINESS

Category	Discussion Leader	Topics for Discussion	# Minutes	
			Plan	Actual
Process/ Documents	Council	TAMUS CIO Update – 5	5	1
Q&A	Council	Q&A	5	1

ON-GOING ISSUES

Category	Owner	Status	Date Due	#Minutes	
				Plan	Actual
Facilitate Discussion	Committee	Review process for inviting and utilizing undergraduate and graduate students on the council	2/2016	2	4
Facilitate Discussion	Committee	Discuss and develop a process for submitting and reporting information to the ITGC monthly meeting (include technology concerns, recommendations)	2/2016	2	1

Technology Summit

Brainstorming Notes:

- Dates: October 27 to November 4, 2017
- Vendor Fair Technology
- Goal: Faculty, Staff and Student technology tools, visibility, interactive, technology displays, provide technology skills and training- hands-on, present papers
- Two-Three-Days of the summit
- Goal to have 200-300 attendees
- Networking Dinner- first day of the summit

Facilities Management

- Custodial workers
- Building Charges and Sur Charges
- Equipment
- Furniture (chairs and tables)
- Health care services (paramedics)
- Security
- Parking permits (guest, speakers, attendees)
- Shuttle/ Van rental service
- Shuttle/Van service approved/ certified drivers

Admission Cost (registration analysis)

- Food
- Tote bag, door prizes (give-a-ways- technology driven items)
- Advertisement- regional- (emails, posters, flyers)
- Apps- content (locations, campus maps, summit schedules)
- Evaluations
- Plaques, Certificates, Thank you gifts
- Students admission- Free?
- Staff and Faculty Admission- Cost?
-

Sponsors

- Work with technology vendors
- Vendor- sponsor a meal

Budget

- One Evening Dinner
- Two Continental Breakfasts
- Two Lunches

Duration

- First day- full 7 am to 8 pm
- Second day 7 am to 3 pm

Locations on campus

- MSC (Ballrooms, first floor)
- Recreational Center
- Roving locations: Delco and Juvenile Justice Building

Focus

- Faculty/Staff/Student Tools
- New Technology
- Our Technology

Category

- Skills and Training
- Careers/Staffing
- Relationship building and Networking

Schedule

- Schedule by time
- Keynote
- Schedule by track
 - Connected Health
 - Entrepreneurship & Innovation
 - Internet of Things
 - Scholarship & Research
 - Teaching & Learning.
- Schedule by speaker
- Schedule by type

Speakers

- Other Universities
- Vendor
- IT campus department (faculty and staff)

Sponsors & Organizations

- Common Wealth
- Shi Software
- CISCO
- Dynix
- SMART
- IMAGE
- Academic Works
- HP
- EVISIONS
- WEBX
- Google
- Facebook
- Ellucian
- Troxell
- Qualtrics
- Data Projections
- Marimon
- Library database vendors (ProQuest, Sage, EBSCOhost, Science Direct)

Academic Affairs Technology Council

Meeting Notes: Thursday; January 12, 2017

Respectfully Submitted by

Kimberly M. Gay

AATC Secretary 2016-2018

Head of Reference and Information Services/ Academic Reference Librarian

John B. Coleman Library

January 17, 2017