

Technology Council Meeting Notes
March 09, 2016

Present – Carla Lowery, Lynn Dobbs, Amber Handy, Lisa McDaniel, Melinda Lowe, David Brooking, Susan Soblely, Dana Walker, Marty Hatton, Rich Sobolewski, Shelley Moss, Jennifer Moore, Nicole Patrick, Barry Smith, Rodney Godfrey, Tammie McCoy

Minutes were approved for the 02/16/2015 meeting with a motion from Tammy McCoy and a second from Rich Sobolewski.

1. The Oracle upgrade was announced by Lisa McDaniel. The upgrade will affect Banner services starting at 5pm on March 11th through Monday morning at 8 a.m.
2. The Change of Major form will go live in Banner Web on Monday, March 21st. The form is a fill in the blank form that is routed internally for approval. There was concern that students will enter the wrong major since it is not a dropdown box.
 - a. The add/drop form is the next form to be worked on and forms for university accounting.
 - b. The Registrar's office will show dean's and create a video for students to view on how to use the form.
 - c. Rich suggested that deep links to Banner be placed in several places on the website to make it easier to retrieve.
3. HR and ITS have been working to implement end of the month leave reporting. This will go live on July 1. This will require everyone to login to Banner Web to enter leave taken. Staff normally do not have a reason to login to Banner Web and will need to be trained on how to login and everyone will need to be trained on the reporting of leave.
4. Amber reported that the Logitech c270b HD webcam was adopted as the official webcam recommended for use for online proctoring along with Respondus Monitor and Lockdown Browser. The bookstore will offer the cameras for sale starting in fall 2016. Faculty need to include the webcam in their book order. The webcam retails for \$21 on Amazon and \$60 in the book store.
 - a. McDevitt will have several webcams for students to checkout.
5. Rodney discussed the new encryption software that has been purchased. The software will encrypt the login and files stored on the laptop.
6. The campus surveys were reviewed and are ready to launch after spring break.
7. The meeting was adjourned.