ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE
MEETING MINUTES
May 22, 2018
12:00 PM – 1:00 PM
Warren Lawless Conference Room, AAC

MEMBERS: Keith Boyer, Beth Boynton, Craig Kuehn, Juan Ramirez, Steven Standley, Jacqueline Truong
SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Notes	Commendation
1. Call to Order	Meeting was called to order at 12:00pm		
2. Minutes – April 24, 2018		Dr. Standley motioned to approve the minutes as written, Dr. Boynton seconded, all were in favor.	
3. IT – *Denise Wilcox*	One of the thing they frequently hear back from employees is that Faculty are unaware of the support services that they can get from IT. When they do their surveys, 30% of the people say the learn something new. IT has tried many ways to get the communication out there such as WesternU this week, quarterly newsletters, expos, townhalls, etc. They also have the Academic Technology Partnership (ATP) which is a Dean appointed committee that meets monthly. There is a faculty representative from each of the colleges and that representative is responsible for being the liaison between faculty and IT team to address concerns that are particularly related to academic technology support. Should this committee be the liaison between faculty and IT regarding concerns that are outside of the scope of academic technology. *Tech Support/NetOps* – Contact Tech Support if you or your faculty are looking to start new ventures, they can help. Two examples are 1- just finished helping the College of Graduate Nursing migrate their J and I drive over to SharePoint and OneDrive which helped them all tremendously. 2- VetMed was using iPads for some of their testing and they were unsupported for a while, they worked with IT and got 50+ iPads in a centrally mobile device management system. If they know what the challenges are, they can offer you options and technical solutions. Windows 10 is the newest, most secure, supportive operating system. They will be releasing the fall creators update with all the new computers that come out which means they will have better support and integration for OneDrive as well as Office365. IT supports Apple and have for five years now. They are fully capable in Apple products. Data backup reminder, reremind everyone to back up their data in the correct location, I Drive, W Drive, SharePoint, OneDrive.		

	IT Purchasing - requesting or hoping that if your faculty are looking to purchase any tech stuff is to go through IT Purchasing. If you are requesting a certain software, we may already have it or one like it. The end of the fiscal year is coming up, if you are looking to order, please put in your request by June 1st. *3D Educational Technology/Gamification* – mostly working with emergent technology, working on the fly. Also educating through CAPE, with who they have a very strong partnership with, doing trainings every month related to 3D technologies. Participated in a lot of expos last year. One of the challenges at WesternU is that there are nine colleges and most of the time they don't communicate with each other, example – a project that one college is working on could be the same project two other colleges are working on and they could all use it making the project more sustainable. Doing a lot of brainstorming sessions, interdisciplinary sessions, which has been really helpful. They are trying to advertise more of their projects. Planning on meeting with Jeff Keating after Commencement. Currently working on a blog to share all their projects. Currently, IT is in the process of changing over audience response systems for six of the nine colleges. Perhaps there could be an IT representative at all of the ASSP meetings or at the Senate meetings. The committee would like to have Denise Wilcox and her team attend an Academic Senate meeting to give the senators an update of what the IT team has been working on.		
4. Access to Minutes	Ms. Rodriguez is working on putting the minutes on the Senate webpage for the Academic Senate and all the Sub Committees.		
5. Committee Feedback	A comment was sent in from a faculty member regarding issues with trying to find parking in the middle of the day.		
Next Meeting	June 26, 2018		
Adjournment	The meeting was adjourned at 12:56pm		