

INFORMATION RESOURCES COORDINATING COUNCIL

Charge of the Council:

The council is responsible for providing a forum for coordination and collaboration to facilitate planning, assessing, and communicating to the university community matters regarding information technology. This includes a continuous monitoring of progress toward meeting the Information Resources Implementation Plan. To meet its charge, the board may call upon the resources of various constituencies for assistance. Specifically, the council may address but is not limited to the following and shall make recommendations for change and implementation to the Chancellor when appropriate.

- Review
 - * the current university policies and procedures designed to assist information resource personnel with professional training and development.
 - * unit specific strategic plans to assure integration with university strategic goals and implementation strategies.
 - * the current university committee structure speaking to information technology/resources and determine the effectiveness of the structure in managing information resources.
- Participate in the budget development process to ensure that budget allocations for information resources are appropriate to meet the goals of the strategic plan for information resources.
- Monitor the allocation of funds for information resources to guarantee appropriate expenditure of funding.
- Analyze and evaluate current university information resources.
- Determine future university needs and directions for information technology and resources.

Reporting:

The council will report directly to the Chancellor and the Chancellor's Staff. All written reports to the Chancellor will be shared for informational purposes with university deans and directors. Each year the Chancellor will review the charge of the council and make rotating appointments to the council following submission of the annual report by the council.

Council Membership:

Academic Affairs

Schmidt, Rodney (Term expires 1995)
Watkins, Dave (Term expires 1996) -- Co-chair
Wuensch, Karl (Term expires 1996)

Faculty Senate

Faculty Senate Chair or representative (Term expires 1995)

Director News and Communication Services)

John Durham (Term expires 1996)

Computing & Information Systems

Lamb, Thom (Term expires 1996)
Marshburn, Ernest (Term expires 1995)
Price, Blake (Term expires 1996)

Continuing Education and Summer School

Henshaw, Diana (Term expires 1995)

Health Sciences

Andrews, Alta (Term expires 1995)

Balch, David (Term expires 1996)

University Libraries

Bell, Jo Ann (Term expires 1995)

Marks, Kenneth (Term expires 1996)

Planning and Institutional Research

Kirby, Charles (Term expires 1996)

School of Medicine

Bloch, Richard (Term expires 1995)

Student Life

Salamon, Frank (Term expires (1995)

Business Affairs

Brown, Richard (Term expires 1996) -- Co-chair

Jenkins, Anne (Term expires 1995)

Student Representation

To be named by the Student Government Association (Term expires 1995)

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**INFORMATION RESOURCES COORDINATING COUNCIL
MEETING MINUTES
JANUARY 25, 1995 - GCB 1006**

Members Present: Patricia Anderson, David Balch, Jo Ann Bell, Rodney Schmidt, Richard Bloch, Richard Brown, Kay Dennis, John Durham, Diana Henshaw, Anne Jenkins, Charles Kirby, Thomas Lamb, Kenneth Marks, Blake Price, Frank Salamon, Rodney Schmidt, David Watkins, Karl Wuensch

Others Present: Chancellor Richard R. Eakin

The Information Resources Council meeting came to order with Dr. David Watkins and Mr. Richard Brown presiding on January 25, 1995, at 9:33 a.m., in GCB 1006.

Council members were asked to introduce themselves. After introductions, Dr. Watkins gave two Internet addresses connected to the worldwide web here on campus : EASTNET - HTTP: //EASTNET.EDUC.ECU.EDU/EASTNET.HTM and JOYNER - HTTP: //FRINGE.LIB. ECU. EDU, and handouts were distributed to the council members.

Dr. Watkins mentioned that 9:30 a.m. meeting time was inconvenient for some members and suggested that 8:00 a.m. may be more convenient. Everyone agreed on Wednesdays at 8:00 a.m. Chancellor Eakin was then introduced for comments.

Chancellor Eakin thanked the co-chairs and members for their willingness to serve on the Information Resources Council. He expressed how important the council will be at ECU and how committed he is to the council. Chancellor Eakin noted that when the project is complete, it will probably put us #1 across the country, and the most current in the nation. He stated that the Student Computing Technology Fee (SCTF) was the "brain child," of Richard Brown. The SCTF program enhances our students working capabilities. Chancellor Eakin encouraged everyone to take this responsibility seriously because they have the chance to move technology forward at ECU, which is a great accomplishment.

Dr. Watkins thanked Chancellor Eakin for his remarks and proceeded with the agenda.

- **Review of suggested council priorities for action**

- This item was included into the next item.

- **Future agenda for the council**

- Review of current committees
 - ISAC
 - Faculty Computer Committee
 - Administrative Computer Committee
 - Student Computer Technology Fee Committee
- Richard Brown stated that it will take group interaction and full participation of council members for the council to be effective.
- Dr. Watkins suggested the formation of a sub-group consisting of Blake Price, Karl Wuensch, and Ann Jenkins to develop a review process to present to the committee.

- Richard Bloch stated that there is a need for interaction with the School of Medicine and the University, and agreed that someone from the School of Medicine should be represented on the review process sub-group, and volunteered to join the sub-group.
- Thomas Lamb suggested that the committee take a look at the ISAC charge because a lot of issues have changed since the initial charge. Richard Brown stated that the original charge given to ISAC many years ago has remained unchanged even though the mode of operation of ISAC may have been modified somewhat with organizational structure of computing, personnel, and technology, but agrees that we should take a look at it. Ann Jenkins stated that she would love to see it happen because each computer committee has its own charge and that there needs to be some kind of balance between all of them.
- Chancellor Eakin commented that the consensus seems to be that we need to consider changing the committee structure as we move forward.
- Dr. Watkins asked that the sub-group prepare a report of the current committee structure and present it at the next meeting.
- **University community information sharing**
 - This issue also relates to the charge. It speaks about how critical it is for information on Information Resources/Technology to be distributed across campus in a timely manner. This is an issue that needs to be addressed soon. Dr. Watkins suggested creating a sub-group consisting of John Durham, Ernie Marshburn, and himself. After deliberations David Balch, Jo Ann Bell, and Trisha Anderson were added to the sub-group.
 - Ken Marks suggested that a member from the Joyner library as well as the Health Sciences library be represented since they serve different clientele and deal with different issues.
 - Richard Brown gave examples of sources for distributing information. Ken Marks added utilizing Channel 36.
 - Suggested sources are:
 - *Pieces of Eight*
 - *East Carolinian*
 - *Daily Reflector*
 - Separate Newsletters
 - On-line Information
 - Richard Brown commented that ECU is on the cutting edge of technology and that we should use that edge to enhance enrollment.
 - Jo Ann Bell emphasized the need to publicize technology that is available on a weekly basis. Dr. Watkins added the focus should be external as well as internal.

- John Durham will present an outline at the next meeting on how to utilize the communication modes we have on and off campus.

- **Conversion of Administrative Applications to the IBM system**
 - Blake Price informed the committee that in the first week of January, Materials Management and CIS installed a new Purchase Order system developed at ECU as part of the conversion from the UNISYS computer to the IBM computer. He then directed our attention to the Student Data Base Implementation Schedule. The Human Resource system was not on the schedule, but will come on-line on the target date April 3, 1995.
 - Regarding the Student Data Base Implementation, a steering committee is in place and reviewing our progress. The final review and decision to come on-line is March 15, 1995.
 - On April 12 - April 19, 1995, which is the week of Easter, Programming will be bringing down the current UNISYS and begin the conversion process - then bring on-line again April 20, 1995. On-line departments are: Registrar, Admissions, Financial Aid, Cashiers, Housing, Medical School Admissions, Graduate School Admissions, PIR, Academic Affairs, Cooperative Education, Student Life & Sorority Rush, Student Loan Fee, and Undergraduate Studies. Richard Brown added that a fiber optic network and a conversion will be going on at the same time.
 - Ken Marks requested that CIS inform everyone of the down side of the fiber optic network and conversion.
 - Blake Price mentioned that Academic Computing will be holding special training classes this Spring for everyone who will be using Windows for the first time. But, faculty and staff within departments need to take some responsibility for themselves. Thomas Lamb stated that after a staff/faculty member is trained, they need to train others. Ken Marks added that it should be a unit responsibility.
 - Diana Henshaw asked Patricia Anderson about the feasibility of the Faculty Senate assisting in informing departments of their responsibility in training their units.
 - Patricia Anderson agreed with Dr. Henshaw and will help getting information to the Faculty Senate.
 - Ken Marks asked if the campus is aware that after we go to the new network, we are going into a windows environment. Richard Brown responded probably not. Thomas Lamb commented that this network does not force you in a windows environment. A command line interface does exist. Richard Brown commented that everyone on the new network should strive to use windows. There will be a tutorial for windows on the network that can be used as a training tool. Blake Price emphasized again that training classes will be offered before going on-line.

- John Durham asked if Apple computers are included on the network. Thomas Lamb responded older models are not, but the most current ones are.
- Kay Dennis voiced her concern as to why tenure-track faculty are eligible to apply for computers through the Faculty Micro Computer Program and fixed-term faculty are not. Blake Price commented there are other ways of getting computers, i.e., department budget, research grants, and reallocation of money at the end of the year. Dr. Watkins commented that Kay's concern should be addressed, and asked Karl Wuensch to address it with Faculty Computer Committee.
- Charles Kirby commented that the focus of the committee is on faculty, but there is a need to include support staff.
- Thomas Lamb distributed a schedule that contractors will be following to install connections for the new network. It provides the dates the contractors will be visiting the departments.
- **Network Efforts**
 - The sub-group will include Dave Watkins, Ken Marks, David Balch, Trisha Anderson, Kay Dennis and Jo Ann Bell to review matters relating to campus and off-campus network utilization. Associated with this issue is the use of the Internet and the creation of home page for the World Wide Web (WWW).
 - Kay Dennis noted a University home page on the WWW could aid students in gaining information about the University.
- Information Resources Instructional Institute/Multimedia Instructional Initiative

Discussion focused on the distributed proposal. It was noted that there was some opposition to the proposal from some members of the Faculty Computer Committee. This was considered. The consensus of the council was that the program had merit and should be pursued. Dr. Anderson questioned the application/and award process and suggested that those areas needed more consideration. It was noted that this would be addressed at the next meeting.

The meeting adjourned at 11:32 a.m.

Respectfully submitted,

Roxene Barrett

INFORMATION RESOURCES COORDINATING COUNCIL
MEETING MINUTES
FEBRUARY 8, 1995 - GCB 1006

Members Present: Patricia Anderson, David Balch, Jo Ann Bell, Richard Bloch, Richard Brown, Kay Dennis, John Durham, Diana Henshaw, Anne Jenkins, Charles Kirby, Thomas Lamb, Ernie Marshburn, Kenneth Marks, Blake Price, Frank Salamon, Rodney Schmidt, David Watkins, Karl Wuensch

The Information Resources Council meeting came to order with Dr. David Watkins and Mr. Richard Brown presiding on February 8, 1995, at 8:05 a.m., in GCB 1006.

- **Committee Review Report - Karl Wuensch**

The Faculty Computer Committee functions primarily as an interface between CIS and faculty, and reports to the Faculty Senate. Recommendations regarding the FACMC program are sent to the Vice Chancellor for Academic Affairs. The committee chair sits on the Information Systems Advisory Committee.

The Administrative Computer Committee serves as an interface between CIS and administrator users and reports to the Information Systems Advisory Committee. The committee chair is a member of ISAC.

The Information Systems Advisory Committee advises the Vice Chancellor for Business Affairs and Computing and Information Systems regarding policies and long range-planning.

- The Student Computing Technology Fee Committee reviews unit specific computer and technology proposals and recommends funding of worthy proposals to the Vice Chancellor for Academic Affairs.

There is also a Health Sciences Information Systems Committee that is relatively new. The charge of the committee and its membership will be sought.

The Review Committee recommended dissolving the ISAC and allowing the IRCC to assume its function. Consideration was given to have formally designated representation on IRCC from the committees listed above. However, consensus at this time was that this is not needed since IRCC has numerous persons on it serving on the committees. Karl Wuensch made the motion for Dr. Watkins to make a recommendation to Dr. Richard Eakin to dissolve the ISAC committee. David Balch seconded the motion. The motion passed. A suggestion was made to create a central repository on the computer system for persons to go to get information on information resources/technology matters. This service would include information from existing committees including IRCC -- meeting dates, agenda, minutes, etc. -- and other related sources. Ernie Marshburn was asked to accomplish this.

- **Public Communications Report - John Durham**

Thom Lamb is working with John Durham to prepare a series of articles about the fiber optic network to run in *Pieces of Eight*. *Pieces of Eight* may be used to feature "how-to" articles after the fiber optic network is in place.

- Ernie Marshburn will be pursuing the posting of information about information resources and related technology on the campus network.

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The News Bureau will work with the East Carolinian to make sure it is aware of developments in information resources/technology so that it may share information through its medium.

The publication *pass-Words* should be widely distributed.

The News Bureau will provide occasional story suggestions and/or news releases to the local, and wider, media reporting information technology news and features on campus.

It is essential for this committee to distribute as much information as possible. Our goal is to keep the campus and the public abreast of what is happening on the campus. This should also attract potential students.

- **Campus and Network Computing Resource Guidelines Report - Dave Watkins**

Discussion ensued about the development and posting of guidelines on the campus network and other computing resources. It was suggested that the Faculty Computer Committee address this matter. Karl Wuensch was asked to bring this topic to the attention of the Faculty Computer Committee.

- **Systems Conversion Report - Blake Price**

There were no changes in the conversion schedule. Training will start in early March.

- **Fiber Network Report - Thom Lamb**

The Data Network wiring is 52% completed. Training will begin on March 6.

- **Internet and World-Wide Web Home Page Development - Ernie Marshburn**

The sub-committee to address the development of a university home page and related guidelines and policies is Debbi Crofts, Joanne Kollar, Gregg Lowe, Ernie Marshburn, and June Parker

Ernie Marshburn reported that the sub-committee has met and is formulating draft guidelines and policies relating to home page development and related matters.

- **Information Resources Instructional Institute/Multimedia Instructional Initiative - Richard Brown**

The concept of the program is to initiate the incorporation of multimedia technologies (video, sound, graphics, etc.) into the classroom instructional setting. It is proposed that the University purchase ten IBM 755 CD notebook computers, ten equivalent Apple configurations, as well as, ten multimedia portable projection devices. Each projector will be shared by two faculty members within the same department.

The selection of the faculty members to participate will be based on a competitive process. The two faculty members must apply in tandem, proposing how they would incorporate multimedia technology into their classroom activities. Faculty members will be required to participate in specific

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training programs, periodic group meetings to share experiences, and prepare their instructional material for a given course using the multimedia technologies. This will have to be demonstrated at the end of the second semester, and a brief report concerning the experience will need to be submitted as well.

The council supported this undertaking and recommended that action be taken to initiate the program as soon as possible. Dr. Anderson suggested that the Faculty Computer Committee assume direction of the program following the initial year of implementation. The council supported this recommendation.

For the initial year the team will be comprised of the following persons who will review submitted proposals. Lorinda Brader, Ernie Marshburn, Blake Price, Dave Watkins, and Karl Wuensch

- **Faculty Senate Report**

Dr. Anderson noted that the IRCC will have twelve minutes to present its report to the Faculty Senate at its meeting on Tuesday, February 21, 1995. Richard Brown, Blake Price, and Thom Lamb will give the report. Dr. Anderson suggested that the council may wish to generate handouts for the senators since the reporting time is limited. She noted there would be a discussion with the senators following the report and there was no time limit placed on the discussion.

The meeting adjourned at 9:50 a.m.

Respectfully submitted

Roxene Barrett

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