Technology Committee Meeting Minutes

Date:	November 12th, 2004
Location:	Room 360
Time:	9:00 a.m. – 10:30 a.m.
Agenda:	Revised mission, updates on initiatives (EMBANet, Alumni DB, Survey, Committee process), mailing list creation, new issues (email, course sites, JSA student communication re: committee) and getting to strategy.
Attendance:	• Andrew Hawthorne • Ben Fischer • Tyson Weihs • Robert Brackenridge • Laurie Tonnesen

Issues covered	
Old business	Tyson presented a revised mission that incorporates the recommendation that we include, specifically, prospective students and executive MBA students in our mission. Robert reported that he has been pointed to Gerald Reuter and that he and Laurie are arranging a demonstration of EMBANet with Gerald. Andrew noted that Gerald could probably exlain some of the differences between the EMBA technology and the full-time technology, since he was a full-time student that switched to the EMBA program. Robert and Laurie are going to write-up their analysis of the differences between the technologies used for EMBA and the full-time program. Robert and Laurie are going to propose a date that they will have their analysis complete. Ben reported that he will be meeting with Mengdan Yu and an alum office coordinators get a demonstration of the web based alum system that is currently in development. Ben agreed to write-up an analysis of the environment surrounding the alumni DB (policies, politces, state of technology) and some usage scenarios that the committee feels should be supported by technology (e.g. we need to be able to search for alumni in support of fall trip planning). The analysis will identify the gaps between the needs defined in our scenarios and the technology provided. An outline was suggested for the analysis: 1. Technologies used. 2. Usage scenarios and gap analysis. 3. Political environment (policies, etc.) 4. Barriers to achieving objectives

	Andrew will work on the survey this weekend and have something ready for the committee by our next meeting on the 18th. He has decided that SurveyMonkey doesn't meet our needs and that we'll be using xoomerang.
	
	We discussed the committee's process, and reviewed our conclusions from the previous meeting: the committee identifies initiatives and appoints a team to tackle those initiatives, and the committee also reviews issues raised during meetings, then asks for a volunteer to analyze the issue further and write a brief on the issue's background and possible solutions. We then discussed the need for erecting a website and will ask if Gerard can take care of creating this. We brainstormed the websites objectives and noted the following requirements:
	
	   1) Process of how committee works
	   2) Contact information
	       a. Members
	       b. Listserv email
	       c. 'Suggestion box'
	   3) Mission/Vision/Purpose
	   4) Current initiatives
	   5) Minutes
	   6) Completed objectives
	   7) Published strategy/timeline
	   8) The description of current future Roadmap
	   9) Useful links
	       a. JGS - JGS HelpDesk home
	       b. Rice –
	       c. IT – FAQ
	   10) Move some Technology club resources to committee page.
	
	We then discussed refining this list to include only information that was directly related to the activities of the committee, and not focus on peripheral items like maintainin FAQs, external links, etc.
	
	Robert agreed to work on #1 above for the website.

Getting to strategy	We discussed the approach for getting to the point where we're able to present a set of recommendations to David Kilgore, John Reed, and other stakeholders. We set a target date of December 17th to make a presentation to the stakeholders. We also decided to develop target dates for current analysis initiatives so that we would have enough time to convert the analysis into a strategy. Actions:

	• Ben to provide dates for completing his analysis of the Alumni DB issue. • Laurie and Robert to provide dates for completing their analysis of EMBANet and the gaps between the full-time and executive program.
New business	We discussed our findings regarding email service quality. Laurie noted she had received much feedback lately about the quality of email service. Tyson agreed to take responsibility for writing up the analysis of the situation. We discussed the need for a consistent desktop strategy that ensures the equipment of the first years and the second years is kept consistent. We will work this idea of 'consistent desktop strategy' into the committee's overall strategy. We noted a recent example that supports the need to improve the way course information is presented to students. Chris Downing, a Finance professor, recently noted in class that there were some challenges getting the website updated and moved to a server with more space. The committee felt that if there were a common approach to getting content updated and common approach to storage of course information that experiences like this would occur less frequently. Ben agreed to take responsibility for analyzing the needs related to course information, from the student's perspective, and Robert agreed to take responsibility for analyzing the needs from the professors' perspective. Robert, Andrew, Tyson, and Ben are traveling today to ESX to meet with Les Schlain, CEO, and build a better understanding of the product's capabilities. We again mentioned the need to include David Kilgore in a meeting, and questions we thought we might ask him include: 1. Where does his role begin and end with respect to the full-time and EMBA programs (e.g. does he provide support for administrators and students in both programs, etc.)? 2. Is there a steering committee from the administration perspective that's addressing technology issues? What's their approach or plan, etc.? 3. How does Novell fit into the strategy? 4. What groups around Rice provide different technology services (e.g. email and VPN services, etc.)?
Next meeting	Thursday, November 18th, at 11:45 at Willy's in the student center. At that meeting we will review the survey and discuss its launch.

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