Minutes
CIO Advisory Committee Meeting
The University of Tennessee Health Science Center
601 Alexander Nursing Conference Room
May 27, 2008

Members Present: Taylor Strickland (CIO), Bill Brescia (Chair), Sheila Champlin, Jeanne Hermann-Petrin, Rick Kasser, Vikki Massey, Alison Lockett (Knoxville), Elise Moore, Linda Risby, Stanley Tyler, Jennifer Watson (Secretary).

ITS Directors: Carlette Dean for Lisa Aitken, Customer Technology Support (CTS); Charles Brooks, Application Development; Jason Holden, Infrastructure.

Judy Jefferson Johnson, Meeting Coordinator.

Other: Keisha Houston, Blackboard Administrator
Malrie Shelton, Interim Director of Community Affairs and Chair, Public Service Committee

Members Absent: Gwen Campbell, Len Cleavelin, Joe Cofer (Chattanooga), Scott Hollis, Richard Kuebler, Chanchai McDonald, Ryan Peterson, Don Thomason, Tammi Redmond, Rebecca Reynolds.

Call to Order: Chair Brescia called the meeting to order at 8:35 a.m.

Approval of Minutes: Minutes of the April 28, 2008 meeting were approved. A post meeting error correction was made—approval of minutes of the March 24th meeting.

Meeting Materials: Minutes of May 27, 2008; Agenda

Announcement(s): Next Meeting: June 23, 2008

CIO Report.

➢ Budget. To address the State’s budget shortfall, UTHSC had an overall budget reduction of 2%. From an IT standpoint, the reduction represents $37,000 or 1% of its budget. The Legislature has been made aware of the funding needs of the HSC by President Petersen communicating with them and the Campus tour by UT Trustees.

➢ Banner. Funding for Banner is provided by UT Systems. SunGard received the bid award for implementation and assessment of current business practices. Implementation will not be simultaneous for all campuses—Chattanooga will be first. To gain better understanding of Banner, ITS staff will participate in training sessions of other campuses.

➢ Network Bandwidth. The bid to increase Campus bandwidth is due to return to Purchasing in early June. Users need to be aware of the Acceptable Use Policy re: proper Internet usage which will moderate appropriate use of bandwidth. Tennessee Legislature passed a law re: downloading copyrighted materials. IP addresses are registered and surveys are done by the recording industry for violators. There are no real problems on Campus. However, notices received by UTHSC have doubled from 1-2 to 4-5 and is divided between students and
faculty. Campuses are notified of violations. Violators at UTHSC are issued a warning for the first offense and their computers are checked for illegal materials by the ITS Security Officer. Department heads are notified of second offenses. CIO Strickland is working with VC Scheid to form a committee to address the problem. Institutions that receive 50 violations in a previous year must purchase hardware and software to police Internet usage. A report must also be filed annually stating the policy, set guidelines and penalties have been reviewed. Institutions not in violation must have these items on file.

Sentiments were expressed that the information needs to be published to educate the UTHSC community. The computer usage version of the Acceptable Use Policy used in IP registration is vague. A campus-wide message should be sent to inform users of bandwidth issues and misuse, bringing awareness to the problem while helping users understand how Internet usage affects Campus. A suggestion was made to include a copy of the policy with paychecks.

CIO Strickland reiterated that once the guidelines and penalties are established for UTHSC, they will be published. The notification will be firm, as zero tolerance will be enforced. Types of misuse include viewing videos, listening to web radio, downloading music/videos. Punishment for violating the policy will be up to and including discharge.

- **Blackboard Presentation.** Keisha Houston demoed Blackboard Enterprise. More test users are needed. The current version of 6.3 will be upgraded to 7.3 which will be tested prior to putting it into production. Firefox is the preferred browser to use. If anyone is interested in testing Blackboard and does not currently have an account in the test box, contact Keisha at bb@utmem.edu and you will be added as a new user. A copy of the manual is also available and can be requested. Highlights include:
  - **Text Box Editor.** Resembles a blank Word document and includes editing features.
  - **Syllabus Builder.** Builds course syllabus; content can be made available or unavailable to students at an instructor’s discretion.
  - **Adaptive Release.** Auto release of course content once acknowledgement of student review of prerequisite materials has been received.
  - **Performance Dashboard.** Provides all activities of students—assignments, discussion boards, etc.
  - **Early Warning System.** Gauges students’ performance and warns instructors of low performers.
  - **Messaging System.** Internal to Blackboard only and functions similar to regular email.
  - **Discussion Board.** Optional grading available.
  - **Assessment Tools.** Export/Import tests and surveys available only in a pool/group. A Campus-wide license of Respondus has been purchased by Academic Affairs. Course instructors can import previously used questions into Blackboard.
  - **Quick Tutorials.** Orientation videos of features are available for versions 7.3 and 8.0.

**Questions and Answers**

Q: Since UT Systems is the entity, would Systems be obligated to purchase items required to patrol Internet usage?
A: No, each UT campus is a separate entity.

Q: Is there information currently in Orientation packets re: the Acceptable Use policy?
A: Campus computers go through IP registration once a year. The policy is included in this process and must be checked as accept before the process will start.
Q: When will the new version of Blackboard be available and what does downtime look like?
A: July is the target date; kinks will be worked out before students return for the Fall. Downtime may be a few hours, not the same time requirement as the migration. Users need to test the system.
Q: How is the second presentation re: Xythos coming?
A: Peter Fox is working with Representative Reynolds. The same type of format for SharePoint will be used for Xythos. Budget expense would be $150,000/annually. Campus has expressed a need for the product.

**Ongoing Business**

**IT Priorities List.**

- Progress Reports: Working Groups
  - Clinical Care: No update.
  - Education: No update.
  - Infrastructure: Secretary Watson stated that this group is working on developing a priorities list.
  - Public Service/Community Affairs (PS/CA): No update.
  - Research: Complete.

Chair Brescia commented that working groups that do not have priorities should develop theirs also. He asked if priorities received to date have any effect on budget priorities for ITS. CIO Strickland responded priorities currently recommended will affect the budget, but not what has been approved.

**Old Business:** None

**New Business:** None

**Other Items:** None

The meeting adjourned at 9:25 A.M.