Strategic Planning Committee (SPC)
Technology Working Group
Minutes
28 May 2014

Attendance: Kisha Tracy, Charlie Roberts, Jason Simon, Steve Swartz, Peter Staab, Jane Fiske, Paul Weizer

1. Introductions
2. Timeline
    - June-August
        - Schedule meetings for Fall
        - Read relevant material
        - Begin prioritizing group charge
    - August-November
        - Gather relevant data
        - Hold hearings
        - Look for overlap with other working groups
        - Develop 2-4 key points
    - November 15
        - Draft of white paper to submit to SPC
    - December 1
        - SPC: first draft of strategic plan submitted to EPC
3. Group Membership
    - Decided to make sure that representatives from, in particular, Computer Science and Education are alerted to meeting times (in addition to general announcement of open meetings)
4. Visit the Group Charge
    - Organization of charge
        - The current draft of the group's charge is organized by category
        - Another possible way to look at the charge is chronological: history, present, future
    - Read through current draft of charge category by category
        - Certain questions seemed irrelevant or outside the scope of the group's work and were, thus, stricken out
        - Certain questions were edited and revised to give the group a better understanding of their intent (see new revision)
        - Discussed what questions would help us write white paper draft
            - Questions that have answers that vary by department may not be useful for crafting strategic plan points
        - Discussed difficulties in gathering certain data, particularly about faculty use of instructional technologies
            - How will we gather this data? Ideas:
                - Survey
                - Department chairs
                - Blackboard metrics (limited)
            - Topic will be priority for next meeting in July in order that we will can start to deploy any surveys, etc. early in the fall semester

- Discussed ways our questions would intersect with other working groups (particularly Financial Structure and Operations and Academic Planning)
  - Rate of fluctuation in amount of funding for technology per department
  - Value and reward of faculty experimentation with instructional technologies
- Produced a new revision of group's charge

5. Responsibilities Before Next Meeting
   - Steve Swartz: IT data
   - Charlie Roberts: competitive positions of professional programs to other universities
   - Peter Staab: faculty/classroom data gathering ideas
   - Jason Simon: library data
   - Kisha Tracy: NEASC survey data, revise charge, faculty/classroom data gathering ideas
   - Michael Leamy: revise or add to distance learning charge questions, online courses data
   - Jennifer Lyon: consider if there are any other questions from the student point of view
   - All: reading – Horizon report, IT strategic planning, higher ed readings

6. Future Meeting Times
   - Summer
     - July 23, 10AM, Location TBD
       - Discuss and plan methods of gathering data on faculty use of technology
       - Prioritize charge questions
     - August 18, 2PM, Location TBD
   - Fall
     - Tuesdays, 3:30PM, Location TBD

7. Other Business