To: Chancellor Alexander Cartwright and Provost Garnett Stokes in care of Dr. Anna Ball, Faculty Fellow for Faculty Development

Attention: Michelle Marsden

Date: August 10, 2017

2016-2017 Annual Report Submitted by: Twyla Gibson, Chair

Committee: University of Missouri Chancellor's Standing Committee on Information Technology (ITC)

Charge of the Committee: The charge of this standing committee is to "advise the Chancellor, Provost and Faculty Council on issues involving computer and information technology through oversight of those entities responsible for computer and IT services on the MU campus."

Composition of the IT Committee: The ITC comprises 18 representatives from different constituencies within the MU community. 14 are voting members, and four are non-voting *ex officio* members. Ten voting members (6 faculty, 1 staff, and 3 administration) serve three-year terms. The four student representatives -- 2 from Missouri Students Association (MSA) and 2 from the Graduate Professional Council (GPC -- serve two-year terms (see below). The Director in the IT Division and the Director of Educational Technologies staff the Committee and an Executive Assistant provides administrative support.

2016-2017 Committee members.

Chair: Twyla Gibson
Faculty: Bimal Balakrishnan, Ed Brent, Laurel Despins, Jeannette Jackson-Thompson
Staff: Farouk Aregbe
Administration: Frankie Minor, Matthew Martens, Hani Salim
MSA: Wesley Graviett, Brandon Splitter
GPC: Mary Decker, Okoye Nkemakonam
Ex Officio: Gary Allen, Greg Kelly, Ann Campion Riley, Jim Spain
Administrative Staff: Kevin Bailey, Danna Wren
Support: GeJuan Cochran (August – December 2016); Lisa Boos (January – June 2017)

Number of Meetings: The ITC met monthly during the academic year (September through May).

Overview: An MU ITC information sheet was distributed in late August to welcome IT Committee members and provide background information on the following:
- Charge to the Committee.
- Membership – 7 of 14 voting members must be present for a quorum.

- Meetings – monthly during academic year -- but can be convened during summer months as needed.
- Information Technology Fee (ITF) – set annually by the Board of Curators.
- The Chancellor has delegated responsibility for the ITF fund to the Division of Information Technology (DoIT).
- The MU IT Committee makes budget recommendations to the Provost for ITF funding priorities after working with the campus to evaluate needs and assessing strategic opportunities that advance the use of technology in student instructional/research activities.
- The ITF budget has four components:
    1. Centrally scheduled classrooms and computer labs;
    2. IT infrastructure;
    3. Permanent allocations to specific campus entities to direct funding in support of student computing; and
    4. Set-asides – support for departmental student computing resources.
- Technology Evaluation Subcommittee – a standing subcommittee to vet and provide recommendations to the MU IT Committee on the acquisition of teaching and learning tools and technologies.
- Interdisciplinary Innovations Fund (IIF) – provides seed money for student-centered, interdisciplinary projects that demonstrate MU's leadership in using IT to develop innovative approaches to teaching, research and services. $25,000 maximum for each award. The total budget for all awards is $125,000 annually

Summary of Accomplishments

- ***Student Representation:*** In 2015-16, Provost Stokes had approved the Committee's recommendation to increase student representation on the ITC from one undergraduate member representing the MSA and one graduate member representing the GPC to two representatives from each organization.
    o In 2016-17, the Committee recommended that the term for student representatives be increased from one term to two year staggered terms to ensure more consistent student representation. Acting Chancellor, Dr. Hank Foley, approved.
    o The Committee recruited and secured the active participation of a full complement of student representatives, each of whom agreed to serve two year terms.
    o All four student representatives conducted an informal survey of constituents and presented their findings to the Committee. A number of items of concern to students were addressed immediately. A list of requested items requiring longer-term planning or that involve significant investment has been developed. These items are currently being investigated by staff member, Kevin Bailey, and will be reviewed by the Committee in 2017-2018.

- ***Interdisciplinary Innovations Fund:*** For 2016-2017, the Committee voted to move the IIF from an annual basis to "one time" for one year only with the possibility of reinstating it on an annual basis if the budget permits. Additionally, the Committee voted to change the submission guidelines for reviewing and awarding proposals to a "first come" basis.
    - o The change to "one time" for the 2016-2017 academic year was a response to anticipated budget constraints. The change in submission criteria to a "first come" basis was made this year as previous guidelines required a substantial time commitment from MU ITC members to review proposals, make sure submissions met the criteria for the award, to attend presentations, and vote on awards.
    - o Distributing award funds in a timely manner had proven to be a challenge.
    - o Continuity of the project leaders was often difficult since many are students.
    - o The revised review process was as follows:
        - ▪ Proposal is submitted for review to Kevin Bailey (DoIT), Danna Wren (ET@MO), and Lori Croy (Mizzou Creative).
        - ▪ If proposal met eligibility criteria, project leaders met with Kevin Bailey, Danna Wren, and Lori Croy to discuss the proposal.
        - ▪ After DoIT, ET@MO, and Mizzou Creative determined that the proposal met all guidelines and approved it to be considered for funding, the proposal was presented at a monthly meeting of MU ITC.
        - ▪ Members of MU ITC discussed the presentations and voted to fund the proposal as presented or to make funding conditional pending modifications.
        - ▪ The evaluation forms were distributed by email and the results were discussed at the January meeting.
    - o The Committee received five proposals and recommended funding two proposals: 1) Mizzou Aware; and 2) LeXMizzou. Feedback was provided to the three other proposals that were not funded.
    - o Following discussion of the process, the consensus of the Committee was that the revised review process worked well. However, the "first come first served" basis was less successful; fewer applications were received than in previous years.
    - o There was also a discussion as to whether members of the IT Committee should be eligible to apply for funding. The consensus of the Committee was that members should not apply.
    - o Kevin Middleton submitted a proposal to the Committee to revise the approval from a "first come" to a "rolling" basis; this proposal will be reviewed in 2017-2018.
    - o The decision about whether the Committee will offer the IIF Grant in 2017-18 will be discussed in fall 2017 meetings.

- ***Blackboard Learning Management Software:*** The Committee voted to recommend approving $130,000 to extend the Blackboard Learning Management System to

December 31, 2017 in order to provide additional time for the transition to the Canvas LMS

- **Network Support Audit and Funding:** Following a request from an MU division for over 100 data ports for a new space, staff members spent the year conducting an audit of existing ports and ascertained that few ports were not being utilized.

- *Budget:* The Committee voted to recommend approval of the budget for FY 2018.

Recommendations:

- *Strategic Planning:* Bimal Balakrishnan proposed the formation of a strategic planning subgroup. Bimal Balakrishnan, Gary Allen, and Twyla Gibson met to discuss the creation of a planning subgroup. There were no volunteers from the ITC. The recommendation is that the Technology Sub-Committee be resourced for members of the group who are qualified to do the strategic planning. The Committee will pursue the matter further in fall 2017 and draft an agenda.

- *Network Support Funding:* The Committee should review inconsistencies in access and opening hours of labs across campus to determine appropriate levels of funding.

- *Interdisciplinary Innovations Fund:* In light of current budget constraints, the Committee will consider whether to reinstate the grant on a regular basis, offer the grant again on a one-time basis, or suspend funding for the grant for 2017-2018. If the Committee votes to offer the grant, the recommendation is to revise the presentation and evaluation process.

- *Charge of the Committee:* The Committee should revisit the charge to determine whether it matches the actual purview of the Committee.