1. Review/approve minutes of last meeting (April 12).
2. Review April 26 report to the University Planning Council.
3. Review IT issues appearing in April 26 UPC reports from major unit heads.
4. Items needed for UPC:
   a. Recommendations to UPC.
   b. IT strategic planning issues.
5. Items needed for CITO:
   a. Revised University IT priorities.
6. Items for ongoing work prior to September UPC meeting.
   a. Principles for prioritizing technology needs?
   b. Measurable goals?
   c. IT assessment measures?

**Materials Provided:**
- Minutes of April 12 UPC-IT meeting.
- April 26 report to the UPC.
- Information Technology Issues Appearing in April 26 University Planning Council Reports.
- Worksheet: UPC Recommendations
- Worksheet: IT Strategic Planning Issues
- Worksheet: University IT Priorities
- Campus Computing Report
UPC Information Technology Committee Minutes

Date: Apr 12 2001

UPC Information Technology Committee Minutes

Date: April 12, 2001

UPC Information Technology Committee Minutes (No. 11)
Thursday, April 12, 2001
Foundation Room, Building 32

MINUTES

Present:
Dianne Barlar*
Ronald Belter
Michael Dieckmann*
Kitty Fouche*
Mohsen Guizani
Wesley Little*
William Maloy+
Pete Metarko*
Karen Moore**
Grady Morein*
Jerry Norris*
Douglas Pearson*
Richard Platt
Caroline Rowe
Roger Rowe*

Absent:
Bill Greenhut+
Pamela Northrup
Ed Ranelli*
Aaron Wade
* denotes ex officio member
** denotes interested party
+ denotes CLAC Representative

Chairman Michael Dieckmann called the UPC Information Technology Committee meeting
for April 12, 2001 to order at 9:05 a.m., in the Foundation Room in Building 32 of the Main Campus.

Minutes
March 19, 2001 minutes were approved.

Agenda

The Chair began the meeting by welcoming Dr. Ronald Belter to the committee.

The Chair asked if there were any amendments or changes to the minutes of the last meeting. There were none. Dr. Maloy moved that the minutes be approved and it was seconded. The Chair called for a vote and the minutes were approved.

Continuing Business

The Chair gave a report of what he presented at the last UPC meeting. He explained that he took the priorities from the last two years from the UPC-IT and prepared a summary table of where they appear to be now and made a list of the priorities that were expressed at the last meeting from the different areas and presented them to the committee. He asked if there were any questions or discussion about this. Dr. Fouche asked if these were the UPC-IT committee's priorities that he presented to the UPC. He said they were the priorities of this committee for the last two years. She asked if ITS had a list of priorities they were doing for IT services. He said there was a list of strategic priorities and projects that ITS has in progress. These will be amended when the UPC-IT committee completes their recommendations for the spring planning cycle.

The Chair reported that all the UPC chairs were invited to give brief reports on their committee's activities to the Programs and Resources Committee lead by Dr. William Carper. He gave them an oral report and a prepared handout that contained the UPC-IT charter and responsibilities, their priority chart, and some of his personal goals he hoped to achieve this year with the UPC-IT. He touched on three areas he thought could be IT crises. They are; the status of the Network Infrastructure, funding issues for Information Technology, and the difficulty we have with funding technology services to students without a student technology fee. He asked for any questions or comments; there were none.

The Chair stated Dr. Fouche requested at the last meeting of the UPC-IT that everyone share what is happening in their areas with Distance Learning initiatives. He said he would go around the table and ask each person for their concerns and thoughts on this topic. He started with Dr. Fouche (CAS). Dr. Fouche said their faculty had the opportunity to participate in Gary Howard's initiative for a summer program. The faculty get a laptop and instructions for developing a DL class or a partial DL class. They are hoping this will reduce seat time and classrooms can be shared. They want to increase the number of classes that go on-line and hope the infrastructure will be ready for this when it does happen. She said the University had just applied for the introduction of a new program called Interdisciplinary Information Technology. They would find out May 2 if this is approved by the BOR or perhaps it may get tabled and passed on to the new local board. She said if this program does arrive, the need and the importance of more DL classes will come with that. Karen Moore informed everyone Karen Barth is offering open training in Prometheus for all faculty.
Dr. Maloy reported his group is taking military materials and repurposing them for use on the Internet to train Welfare Reform clients. They hope to get more money and be able to put this in a SCORE (Standard Content Objects Reference) model. Basically it takes discrete pieces of learning or training and warehouses them on the Internet so someone can pull them down and put together a training program overnight.

Dr. Little (COPS) said they are working in several areas. One interesting area has to do with federal dollars they have gotten for developing programs for teacher education. One particular program, SOPALS, has been designed. It is web based and is an alternative teacher certification program, initial as opposed to the concurrent alternative models. Teachers are hired without having had any or much training and concurrently they receive alternative training. The model they are talking about is for the pre-service type teacher, one that is being trained before they ever go into a school. It will be an on-line program with a lot of grant money backing it and they believe it has a lot of potential. Another program they would like to develop on-line is for training or licensing substitute teachers. A lot of the SOPALS materials could be used there as well. He stated there is nothing out there to any great extent that involves or been developed for substitute teachers. They are also trying to strengthen their distance delivery program offerings to Ft. Walton and Chipola. Both areas are expanding rapidly. They are trying to create and develop more two-way as well as web based programs. They are about to complete the final online courses in their Instructional Technology program, ETMS. This program is pretty much on-line. It will be a 36-hour program web based in that area. The Chair asked Dr. Little to give some information on the technology kits that are being given to teachers in the public schools. Dr. Little said Representative Jerry Maygarden supported them with some state funding to develop technology kits that are available through our area of curriculum development. This grant provided them with money and they added to it. Their Curriculum Development Lab created packages or kits that could be loaned out to teachers. The kits contain a laptop and a lot of technology software that is applicable to use in the classroom. The Chair asked if they contained a digital camera and a color printer. Dr. Little said yes, this was all packaged together. They are a little concerned about the wear and tear on the equipment. This will be a big factor in their longevity and whether it's cost effective. Dr. Fouche asked how long they could be checked out and how many kits they had. Dr. Little said he thought they could check them out for 6 weeks and he thinks they have 8 kits. Dr. Guizani asked how popular they were and if they had a waiting list for checking them out. Dr. Little wasn't sure. He said they put one in a school then they have 15 teachers waiting to check one out.

Dr. Platt said COB didn't have an integrated program such as they have in COPS. He said they have several pockets of activity as far as DL is concerned. He said one of the largest and most exciting as far as the students are concerned deals with their MBA program. Dr. Tim O'Keefe, the MBA coordinator, created a program last fall titled Finish in Five. The courses will be offered in a 5-semester sequence. The problem comes with the prerequisite courses. They have developed accelerated MBA foundation modules for each one of the foundation proficiency courses for the MBA program. They are in the process of moving each one of those to an on-line environment so that the students can do it on-line at their own pace. This is especially beneficial to the military segment of our population. Dr. Sarah Frank, in the Accounting and Finance department is teaching several of her classes entirely on-line. She has been using WebCT in all of her classes. He asked all the department chairs and the Dean's office to give him their concerns about DL. He said the three recurring themes that came up were: making the Infrastructure uptime more compatible
with the times the students need it; dial-in access; and finally, training for the faculty.

Dr. Pearson said Student Affairs would continue to monitor the policy issues for students where DL is concerned, e.g. student status. They would like to do some evaluation on Distance Orientation.

Caroline Rowe said one issue the Library has been working on was access. She worked out a plan with the Nautilus Card office whereby the Distance Learners have a way to access the databases they need without having to purchase a Nautilus card. They have been assigning them numbers that will allow them access to the Library databases. Another area they've been working on is the E-reserve component of Prometheus, which isn't working well yet. There is a training issue involved with faculty. A lot of the reserves on-line now in the Library would probably be more appropriate on Prometheus. There are a lot of syllabi, study guides, and exams. These are things that are more quiz related.

Dr. Morein complimented Caroline Rowe on the progress that has been made on the electronic reserves. He feels good progress has been made especially when he looks at what other institutions have done. He believes we are ahead of them. He said they are looking at trying to purchase more digitizing equipment this year. Another thing they've been trying to do is improve their web page with a section on how to access their databases.

The Chair referred to Dr. Morein's mentioning of digitized materials. He said one of the previous priorities the committee had was the Adobe Acrobat licensing. He is in negotiation with them at this time and they may be able to get the cost down from 50k to 20k a year. We may be able to get a site license agreement with Adobe for Faculty and Staff to have a license for both work and home use. It would differ from the Microsoft Campus agreement in that it does not blankly cover all University machines. It would be a per staff FTE licensing agreement. He hopes it will be finalized in a few weeks.

Dr. Guizani mentioned this would be good for graduate students. The Chair said there were other licensing options available if they wanted to license clusters of university machines, i.e. on lab workstations and library workstations. Dr. Platt mentioned that the graduate students could be hired in a staff position and this would solve the problem. Caroline Rowe added there had been a lot of complaints from students that their home computers would crash or take a long time to upload. She said they now scan it and put it on HTML. The Chair said part of the problem is they need to have a machine that is sufficient to run a program like that.

Dr. Barlar asked if there was a site license for PhotoShop. The Chair said a site license for PhotoShop would be at the scale of Acrobat or larger and we would be better off to try and find out what the scope of PhotoShop would be across campus then buy the license as needed. Dr. Barlar said she'd just purchased three and would probably need to get more. Dr. Morein said he would be interested in a group purchase of it. The Chair said he would look into it. Dr. Barlar said she had some people who might want to teach some classes using it in Photographics.

Dr. Norris, University Planning, said their focus was on collecting and reporting data. The shift from classroom to non-classroom instruction causes them some data collection and reporting concerns. He said they were going to need to update their approach to collecting data.
Roger Rowe, Administrative Affairs, said they'd had a consultant do a classroom utilization study. They asked him to look at how many DL labs we should have based on our peer groups and according to the size and type university we are. He said in the next three to five years we have to put on line additional high quality technologically equipped classrooms. One of the issues would be how many of those should be designated as DL labs. He stated Phil Turner is cognizant of the fact that we have to tie this into any new construction. The Chair said he knew that Mr. Rowe had to leave the meeting early and asked if there were other Administrative Affairs priorities that he would like to see addressed. He responded the other priority he wanted to discuss was the issue of the transition of Florida government and the Payroll Systems. He said we would need to set up our own payroll system within the next 24-30 months and this was very important.

The Chair asked Dr. Metarko is there were any new DL priorities he wanted to discuss. Dr. Metarko said there wasn't anything new in his area that hasn't been addressed already.

Dr. Barlar said their new lab in 703 was suited for converting to a DL classroom. Electrical Engineering wants a DL lab of their own. She told them that was not possible but they could be given blocks of time. She said there are a great deal of requests for DL in the two-way audio/video and the schedule is filling up quickly for the fall semester. Secondly they are using their two multi-media classrooms on a regular basis and the faculty are fighting for them. She has four laptops and projectors that are used by the faculty that aren't able to get into those two classrooms. She said the equipment is getting a lot of wear and tear because of the extensive use. She would like to move to having a couple more classrooms outfitted. The Chair asked her if she could give him the specific room numbers. She said she would. She said the third item she wanted to discuss was the support personnel for the DL rooms. The support personnel are to support the faculty. They can only answer questions and help them with problems. The support personnel are not trained to do Prometheus classroom curriculum design. The final thing she wanted to discuss was orientation. She said the biggest mistake we could make was to put orientation on-line. We need to get the people on campus because that is when they fall in love with it.

Dr. Pearson, Student Affairs, said on-line orientation might be something they want to do in a limited way. It could benefit a small segment of students. It wasn't something they would go to wholesale.

Dr. Barlar told the committee about a group of scholarships they have, Burke Scholars. General Burke from Eglin AFB, talked to her and asked if there was a program one of his airmen, going to Korea, could enroll in through DL. General Burke has a lot of money and will support hundreds of students on a DL basis.

Dr. Guizani, Computer Science, said two faculty members have received summer support for teaching courses through DL. They continue to introduce new courses on the web and have introduced three new courses on the Internet.

Dr. Belter said he didn't have anything new to add regarding DL.

Dr. Platt said he'd gotten a comment from one of their faculty members that uses DL a lot. He would like to know if a technician or facilitator could be provided for them. When the equipment goes down the faculty members are not technical enough to troubleshoot the
problem and bring it back up. The Chair replied there is a general Memorandum of Understanding covering this. His recalls there are two levels of support. One is the facilitator, which is the helper for the faculty member. It is each college’s responsibility to provide that facilitator to help their faculty while they are teaching. The second level is the technical support person. His stated FWB was providing the technical support person at their end and Dr. Little was providing a person at this end. The facilitator would go to this person when they had a problem they could not deal with. Dr. Barlar said the problem with technical support is the technical support is for everyone not just faculty. She said her people have been provided with two-way radios and they will come as quickly as possible. They cannot sit in the classroom with the faculty person. Dr. Platt asked if anyone had the responsibility of checking the equipment each morning and insuring it is in good working condition. Dr. Barlar said no, this had never come up. She told him if it was a requirement he should write her a memo and she would take care of it. Dr. Platt asked that a copy of the Memorandum of Understanding be sent to Dean Ranelli. The Chair said he would make sure Dr. Ranelli got it.

Dr. Little said they’ve had to move to a decentralized approach to the problem of technical support. Each academic division has been required to identify a student and see they are trained. They serve as the first line of defense to help the faculty. If they cannot handle the problem then they go up the line for more technical help. He said this is working very well for them.

The Chair went to item 6a on the agenda, Additional Priorities or Recommendations. He asked if there were things that needed to be added. He started with Dr. Barlar.

Dr. Barlar said their way of getting more classes was two-way audio/video. She said Infrastructure was their priority, and support for it.

Dr. Metarko listed: Document Imaging, Tracking System in Admissions, continue to develop programs on NAUTICAL, and Classrooms. There is a lot of pressure for the classrooms.

Dr. Norris said he didn’t have anything new. He mentioned Imaging and Electronic Signature Authority. One of their biggest pushes this year will be on Faculty Activity reporting and getting an approach to having it automated. He congratulated the Deans and Faculty because this is the first time in history that all the Faculty Activity reports had been submitted on-time, all complete and all committed before the next terms Faculty Activity reports were sent out. This is a legislative mandate and provides a lot of information. This process is even more important because it tells us how we spend our time, and funding is based on this. They hope to get these reports on-line this year. They are looking for a way to collect all the data in one step. They are still working on the Data Warehouse project and partnering with PJC. There is a new web page for University Planning coming out. The FACTS program is now in the Planning office. The SACs accreditation is coming soon.

Caroline Rowe is glad to see that student computer ownership is being encouraged.

Dr. Pearson said continued support and programming for the technology we have is important.

Dr. Little said we are facing a classroom problem. We are in need of a modern switch and some kind of backbone like gigabyte access or something that will move us along.
Dr. Fouche said her concern was the Infrastructure also. Students are going to come here expecting that all of their courses will use Prometheus and they should. The only way we can do this is through continuous faculty development. There are new faculty coming in every year so there needs to be ongoing faculty development. Freshmen students are going to come in and in their Student Life Skills course they will learn how to use Prometheus. She said we still have a lot of staff that need training.

Dr. Belter wanted to accentuate what Dr. Fouche said about faculty development. He feels it is very important. He said there is a substantial core of faculty who are unconvinced that technology really does enhance instruction. He believes we should address the issue of selling the fact that technology can enhance instruction. There is another substantial core of faculty who recognize that this is where higher education is moving and recognize that there is value in that. However they don't feel that it is personally worth the effort to go through what it is you have to do to employ the technology that is available. He thinks what's missing there, is that there is a direct connection between available technology and potential enhancement of the missions of the University that involve education. He said he hears a lot about upgrading and establishing a solid technology base but not a lot that really addresses the fact that that really does enhance the process of education and the broader missions of the University.

Dr. Guizani said he wasn't sure if this had been mentioned, he wanted to address the wireless access for the university. Also that Computer Science needs some wiring for their labs.

Dr. Morein said he supports the Infrastructure issue as critical. He asked about the issue of Electronic forms. He wanted to know if we are waiting for Electronic signatures. The Chair told him that ITS is going to move to collecting all the forms in Acrobat format and put them on NAUTICAL. They can actually be filled out on the computer and printed. Some departments have concerns that people need to know to print the correct number of copies etc. He said in the new Microsoft Exchange Messaging System these forms would actually be electronic and would not be printed out.

Dr. Platt asked if we were moving to Exchange for our mail server. The Chair said yes, first with the students and secondarily the Faculty and Staff. Dr. Platt asked when this would happen. The Chair is hopeful the student system would roll out this fall.

The Chair asked if there was anything else on Priority Issues. There were none. He said he wanted to briefly mention some global issues for consideration. He said he had three issues.

a. Does this committee want to come up with principles for prioritizing the needs for technology at UWF?
b. Can we focus on specific goals we can focus on in the short term? The objectives and rate of progress. Measurable defined objectives we can look at on a yearly basis.
c. Assessment measures. Annual IRM report asked for this. Can we turn some of our priorities into assessment measures? What rate of progress are we making?

He would like to make this a topic of discussion for the next meeting.

Dr. Platt asked if he was looking at quantitative or qualitative objectives. The Chair said
both. Dr. Platt said as far as the classrooms are concerned 100% would be nice but is not sure it is reasonable. He said he has anecdotal information but it looks like we are looking at some type of survey for faculty. Dr. Barlar asked if it could be extrapolated from the numbers of faculty who are trained and are in fact using or plan to use? Dr. Platt asked where she would get that. She said from Academic Affairs from the various awards that have been given or from the Deans. Dr. Platt said he doubted it. He gave the WebCT training a few years ago as an example and said he’d hate to quantify half the people who went through that as trained.

The Chair said along those lines he'd prepared a chart from the last two years goals. He added a column titled "Recommendations." He put flags on some of them to get discussion started as to what specific recommendations or perhaps some assessment measures might be.

**Good of the Order:** None

**Adjournment:** The Information Technology Committee adjourned at 10:25 a.m.
Michael Dieckmann, Chair Lorraine Ellis, Recording Secretary
University Planning Council (UPC)  
UPC Committee and CLAC Reports and Recommendations to UPC  
April 26, 2001  

Committee: _______ Information Technology  
Committee Chair: Michael Dieckmann  

I. Introductory Remarks by the Committee Chair:  
At its April 12 meeting, the UPC-IT committee heard additional reports from the college and division representatives regarding information technology priorities in their areas. Additionally, each area reported on its major initiatives related to distance learning.

II. Current Issues Under Consideration by the Committee:  
1. Updated list of University priorities for information technology.  
2. Assessment measures for strategic deployment of information technology.  
3. Funding, support, and life-cycle operational issues for information technology.  
4. Feasibility, purpose, and composition of a student technology services fee.  
5. Distance learning initiatives and related support initiatives.

III. Proposed Planning Priorities of the Committee/CLAC: (Listing)  
The Information Technology Committee will finalize its updated list of University priorities for information technology at its upcoming May 8 meeting. The following priorities are those that appear to be viewed as having the highest importance in current discussions:

1. Improvement of the University information technology infrastructure, particularly the data network.  
2. Providing “24 x 7 X 365” continuous uptime for mission-critical services.  
3. Implications of the Florida educational governance transition on administrative information systems.  
6. Adequate support for existing technology facilities, systems, and infrastructure in terms of funding, operational support, training, and facilitation.

IV. Recommended Actions to UPC: (Listing)  
Again, the Committee will issue its recommendations to the UPC at the next UPC meeting. Draft recommendations being considered at present include the following:

1. Develop a long range upgrade and funding plan for the data network, including establishing a cabling infrastructure to support higher network bandwidth speeds.  
2. Implement a student technology services fee.  
3. Increase support of distance learning initiatives, including support services and facilities.  
4. Establish life-cycle budgeting, adequate support levels, and adequate assured uptime for information technology infrastructure, facilities, systems, and services.

V. Concluding Remarks: (Narrative)  
None.

VI. Attachments List (limit attachments to two pages)  
1. Updated list of area information technology priorities.  
2. List of major distance learning initiatives by area.
College and Division Priorities for Information Technology
as Reported to the UPC-IT Committee

Academic Affairs

College of Arts & Sciences
- Difficulty in getting accurate data from administrative information systems.
- Infrastructure.
- Prometheus training for faculty, continuous faculty development.
- Student training for Prometheus.
- Technology training for staff.
- Wireless network access.
- Computer Science network.

College of Business
- Network infrastructure.
- 24 x 7 x 265 infrastructure uptime.
- Adequate dial-in access.
- Training of faculty in technology and systems such as Prometheus.
- Support for students who have their own laptop computers (e.g., wireless networking in the classrooms).
- Providing access to electronic library materials for students using non-UWF ISPs.

College of Professional Studies
- Network infrastructure.
- Portable computing (wireless networking, etc.).
- Aging distance learning classroom computers need replaced.
- Need more systems to support students who are online rather than on campus.

Fort Walton Beach Campus
- Additional interactive distance learning studio (IDLS) for general use.
- IDLS studio for Electrical/Computer Engineering program.
- Equip two additional classrooms for multimedia.
- Increased support for infrastructure.
- Site licensing for Adobe Photoshop.

Library
- Access to electronic library materials for students with non-UWF IP addresses.
- Electronic theses and dissertations.
- Encourage student computer ownership.
- Infrastructure.
- Electronic forms.

Enrollment Services
- Document imaging.
- Admissions prospect tracking system.
- Continued NAUTICAL E-Services development for both students and faculty.
- Continued development of multimedia-capable classrooms.
University Planning

- Document imaging.
- Data warehouse, working in partnership with local consultant and PJC.
- Electronic signature authorization.
- Report Navigator (electronic reports).
- Upgraded Faculty Activity Reporting System (FARS) and Personnel Activity Reporting System (PARS).
- New University Planning web page and fact books.
- Support for SACS accreditation visit, accountability measures, and program reviews.

Administrative Affairs

- Implications of educational governance transition for financial/business management systems.
- Insuring continued operation of payroll processing.
- Document imaging.
- Electronic signatures.
- Computer Output to Laser Disk (COLD) storage.

Student Affairs

- Expansion of the ResNet system with the opening of the new student residence hall.
- ADA compliance issues for technology facilities and web pages.
- Adequate support for technology that is already in place, including staff development and training.
- Ongoing educational programming for technology.

Community Liaison Advisory Council (CLAC)

- Life-cycle funding for technology investments.
Major Distance Learning Initiatives by Area
As Reported to the UPC-IT Committee

College of Arts and Sciences
- Many CAS faculty are among the 30 receiving laptop grants for course development in the summer program from the Center for University Teaching and Learning.
- A new interdisciplinary Information Technology degree program is under development.
- Karen Barth is conducting open Prometheus training for faculty from any college.
- Computer Science putting a variety of courses on the web or a mixture of classroom and online instruction. Department has three new courses that are totally web-based. Exploring the Internet continues as a distance learning course.

College of Business
- New “finish in five” MBA program will be heavily online.
- Many courses in Accounting Information Systems moving online.

College of Professional Studies
- New teacher certification program is moving online.
- Two-way and web-based distance learning programs are deployed at both Fort Walton Beach campus and Chipola Community College.
- The final online courses in the instructional technology program are being completed; this program will soon be completely online.

Student Affairs
- Looking at ancillary policy issues related to distance students.
- Evaluating possibilities for distance orientation for distance learning students.

Library
- Working on access to Library materials for distance learning students who don’t have Nautilus cards; have set up system for alternate IDs for these students.
- Working on the E-Reserve component of Prometheus.
- Putting more materials on electronic reserve.
- Acquiring more digitizing equipment.
- Over 3000 full-text journals now available online.

Fort Walton Beach Campus
- Would like to see the Room 703 computer lab converted to a distance learning classroom.
- Existing two multimedia classrooms are heavily used; need two more.
- Have two support personnel helping faculty with technology issues, but they are overloaded.
University Planning

- Looking at Faculty Activity Reporting and other data reporting issues related to distance learning and online courses.

Administrative Affairs

- Examining construction issues for additional interactive distance learning studios.
- Planning for additional technology-equipped classrooms.
Information Technology Issues Appearing in April 26 University Planning Council Reports

The following items, highly related to information technology, appeared in the April 26 reports of major unit heads as presented to the University Planning Council.

Current Strategic Planning Issues Under Consideration

- CAS – Developing process for supporting diverse technology needs of the college.
- COB – Alternative teaching technologies including web-enhanced instruction.
- COPS – Determining future direction of technology programs, the use of technology to support instruction, the development of two-way distance delivery courses and programs, the support of technology hardware and software in labs as well as for faculty and staff, and how to support critically needed technology infrastructure.
- COPS – Determining the appropriateness and cost effectiveness of developing web-based courses and then funding the development of such programs.
- R&GS – Increase technology transfer and commercialization activity at UWF.
- Library – Expectations for library users for resources to be available online and in full-text, on a 24/7 basis, and accessible from anywhere.
- Library – Need for library to remain technologically current.
- Library – Electronic library materials, library staff training in technology, digitizing unique resources.
- FWB – Distance learning and its benefits to academic program offerings off campus.
- FWB – Means to further the use of technology in program, course, and service delivery.

Proposed Strategic Planning Priorities

- CAS – Development of adequate and consistent mechanism for updating and supporting labs, classroom technology needs, and faculty & staff computers.
- COB – Growth in Business Technology programs (E-Biz, MIS, AIS, and certification programs).
- COPS – Providing support for the myriad of technology-dependent programs, administration of those programs and laboratories, and the development of selected web-based and distance-delivered programs.
- COPS – Maintaining high-quality programs based on outstanding instruction and technology-supported delivery.
- R&GS – Create and support a formal technology transfer function within the Office of Research.
- Library – Continue adding electronic resources to provide 24/7 access.
- Library – Collaborate with faculty on implementing library components of Prometheus and adapting Eli to meet changing curriculum, instructional, and student needs.
- Library – Experiment with web-based delivery and e-mail delivery of interlibrary loan articles to faculty and students.
- Library – Provide special technology training to librarians and library staff.
- Library – Create a searchable version of the Guide to Special Collections, and digitize Special Collections documents for access through the library web page.
- FWB – Investigating the uses of technology to better serve the students, faculty and staff off campus.
New Initiatives
- CAS – Approval and implementation of Interdisciplinary Information Technology program.
- CAS – Complete Electrical and Computer Engineering program at FWB campus.
- CAS – Expansion of Computer Science program at FWB campus.

Recommendations to UPC
- COB – Web-enhanced MBA modules.
- FWB – Promote a second distance learning classroom for the Pensacola campus.
- FWB – Create an additional distance learning classroom in building 7 room 703, approximate cost $80K.
- FWB – Support the faculty’s decision to use multimedia in their instruction by adding three new multimedia classrooms at the Fort Walton Beach campus. Rooms 367, 460, and 704 are appropriate. $30K.
- FWB – Investigate the need for multimedia in the new computer lab at the Eglin AFB Center.
- FWB – Create a two-way audio/video link with Financial Aid in Pensacola to ensure that students have comparable student services as Pensacola students enjoy.
# Worksheet: Recommendations to UPC from UPC-IT Committee

<table>
<thead>
<tr>
<th>Recommendation 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendation 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendation 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendation 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendation 5:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendation 6:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Recommendations from Chair:**
1. Provide funding for critical building network infrastructure upgrades, estimated cost $650K.
2. Provide funding for upgrading Tier 1 network backbone infrastructure cable plant to single-mode fiber optic cable, estimated cost $350K.
3. Provide funding for upgrading 8 older multimedia classrooms and adding 8 additional classrooms at Pensacola campus, and for adding 3 additional multimedia classrooms at FWB campus. Estimated cost $150K.
4. Establish a student technology services fee of $25 per term (Fall and Spring terms only) per student.
5. Provide funding and identify space for one additional distance learning classroom at the FWB campus and one at the Pensacola campus. Estimated cost $200K.
## Worksheet: IT Strategic Planning Issues

<table>
<thead>
<tr>
<th>Issue 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue 2:</td>
</tr>
<tr>
<td>Issue 3:</td>
</tr>
<tr>
<td>Issue 4:</td>
</tr>
<tr>
<td>Issue 5:</td>
</tr>
<tr>
<td>Issue 6:</td>
</tr>
<tr>
<td>Issue 7:</td>
</tr>
<tr>
<td>Issue 8:</td>
</tr>
</tbody>
</table>

### Recommendations from Chair:
1. Ensuring the technical currency and adequate capacity of the data network as the foundational information technology infrastructure of the University.
2. Ensuring the technical currency and adequate capacity of computer labs, technology-equipped classrooms, distance learning classrooms, electronic library resources, and web-based instructional delivery systems as the foundational instructional technology infrastructure of the University.
3. Establishing a culture of life-cycle funding and adequate operational and service support for information technology.
4. Providing adequate technology support for students, faculty, and staff with disabilities.
5. Ensuring that administrative information systems utilize modern technology and meet the needs of the University.
Worksheet: University IT Priorities (tactical priorities)

<table>
<thead>
<tr>
<th>Priority 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority 2:</td>
</tr>
<tr>
<td>Priority 3:</td>
</tr>
<tr>
<td>Priority 4:</td>
</tr>
<tr>
<td>Priority 5:</td>
</tr>
<tr>
<td>Priority 6:</td>
</tr>
<tr>
<td>Priority 7:</td>
</tr>
<tr>
<td>Priority 8:</td>
</tr>
<tr>
<td>Priority 9:</td>
</tr>
<tr>
<td>Priority 10:</td>
</tr>
</tbody>
</table>