

## TLTAG Monthly Meeting Minutes

September 8, 2017

1:00-2:30pm

Room 260 Bascom

### 1. Welcome and Introductions (Lyn Van Swol)

- Welcome Elizabeth Harris as the incoming chair.
- Minutes from 6/9/17 were approved.

### 2. Project Intake Presentation (Rafi Lazimy)

- Rafi reviewed his presentation with the committee.
- The committee discussed the decision making process for projects coming to TLTAG. This will need to be a topic for a future meeting to make a decision.

### 3. Service Inventory Update (Rafi Lazimy)

- Small working group is finalizing this work. **Objective:** To represent the data in a way that will allow meaningful analysis in subsequent stages.
- This group validated their work with all the units/departments that reported services and created a relational data base for this information.
- Future work consists of rationalization of the Campus IT Service Portfolio.

### 4. New Projects (Lyn Van Swol & Steven Cramer)

- There will be a new process for approving IT Projects that we will determine soon. This committee will see all of the projects for TLTAG that are coming to campus.
  - a. **Starfish-** Enterprise replacement for the campus "Scheduling Assistant" system- this tool was more than a decade old and has become unsustainably expensive for DoIT to support.
  - b. **Career Services-** Commissioned two years ago to look at Career services on campus. RFP stage will be ran simultaneously with the governance process. Somewhat resembles a match-up software. The intent is to have one platform to let everyone use. Send questions to Steven Cramer.
  - c. **Engage- e-text pilot-** Unizin service that we have not taken advantage of yet. E-Texts from a variety of publishers, are available. The cost savings is very dramatic. There is no licensing cost, but we will need to support the tool.

### 5. LMS Data Retention (Elizabeth Harris & Brian McNurlen)

- How long will we keep data in D2L and Moodle? We are currently working with the Data Stewardship Council.
- A qualtrics survey was done to see how long they needed before data was deleted.
- Brian and Elizabeth are working with those that have a longer retention period. There will be training/self-guided training needed for faculty that want to pull data.
- Please send questions or concerns to Elizabeth or Brian.

**Attendees**

Paul Oliphant  
Steven Cramer  
Elizabeth Harris  
Brian McNurlen  
Linda Jorn  
Lyn Van Swol  
Beth Martin  
Jason Fishbain  
Jocelyn Milner  
Rafi Lazimy  
John Parrish  
Lisa Jansen  
Andy Goldstein  
John Booske  
Katy Duren  
Lesley Moyo  
Scott Owczarek  
Kristopher Olds  
Jeff Shockler

DRAFT