

Brock University Senate

MINUTES OF MEETING #1 (2011-12)

SENATE INFORMATION TECHNOLOGY AND

INFRASTRUCTURE COMMITTEE

THURSDAY, SEPTEMBER 29, 2011, 2:00 PM

13TH FLOOR BOARD ROOM, SCHMON TOWER

PRESENT: Professor Dan Malleck (Chair), Professor Duncan MacDonald (Vice-Chair),

Mr. Cameron Alderdice, Professor Marilyn Cottrell, Professor Babak Farzad,

Dr. Murray Knuttila, Professor James Mandigo, Ms. Laurie Morrison,

Ms. Courtney Phillips, Mr. John Suk, Margaret Thompson (Administrative Support)

ALSO

PRESENT: Mr. Christopher McKim, Ms. Margaret Sanderson

REGRETS: Professor Donald Brown, Interim Dean Rick Cheel, Professor Tony DiPetta,

Professor Baraket Falk, Dean Philip Kitchen, Mr. Joe Robertson

1. Welcome and Introductions

Professor Malleck welcomed members and called the meeting to order. Self-introductions were made.

2. For Information - Review of Terms of Reference

[The Committee's Terms of Reference had been posted with the meeting materials.]

Professor Malleck provided an overview of the Committee's Terms of Reference. He noted that during the upcoming year, a sub-committee would be struck to undertake a comprehensive review of the Terms of Reference.

3. For Information - 2010-11 Annual Report

[The 2010-11 Annual Report of the Information Technology and Infrastructure Committee to Senate had been posted with the meeting materials.]

The Chair referred members to the 2010-11 Annual Report to Senate and highlighted the issues that had been addressed by the Committee and the ongoing issues to be considered this year as documented in the Report.

Professor Malleck noted that the Committee has representation on the IT Steering Committee which assists with the review of the Schedule 8's. Members were asked to consider serving as the IT&I representative.

With respect to the Committee's continued work related to space allocation, Dr. Knuttila noted that the Committee would be consulted with regarding the articulation of the University's space allocation procedures as the information will be required under the new multi-year accountability agreement.

4. Approval of Previous Minutes

[The minutes of Meeting #7 (2010-11) held on May 18, 2011 had been distributed with the meeting materials.]

MOVED (Cottrell/Phillips)

THAT the minutes of Meeting #7 held on May 18, 2011 be approved.

CARRIED

5. Business Arising from the Minutes

For information, it was noted that resource staff to the Committee from Facilities Management would be providing Reports during the months when the Committee meetings are held on a Tuesday (up until December) due to a scheduling conflict on Thursdays.

6. Report of the Chair

As had been indicated in an email to members prior to the meeting, Professor Malleck noted that in an effort to strengthen the role of the Committee as consultative body, there will be a question and answer section during each meeting. This will provide members with an opportunity to bring forward relevant issues that arise within the mandate of the Committee. He encouraged members to consult with colleagues and to present questions to the Committee. The Committee, in turn, would gather the information required and provide feedback to the various constituencies.

7. Questions (and Answers)

The Chair opened the floor for questions. It was suggested that it may be beneficial to provide the Committee with an overview of the main information technology and infrastructure issues facing the University.

With respect to the Brock University E-Learning Initiative, it was suggested that advice be obtained from those colleagues who were involved in the pilot project to determine where improvements can be made going forward.

8. Other Business

On behalf of Dr. Philip Wright, Mr. McKim provided an oral update on activities within the Information Technology Services Department.

Ms. Sanderson provided an oral update on accessibility upgrades and the submission of two federal government accessibility grant applications.

Professor Malleck stressed the importance of attendance at meetings. He suggested that should a member not be able to attend a meeting, they may wish to invite a colleague to represent them at the meeting (the representative would not have voting privileges).

9. Adjournment

The meeting adjourned at 2:45 p.m.