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Brock University Senate

MINUTES OF MEETING #3 (2011-12)

**SENATE INFORMATION TECHNOLOGY AND
INFRASTRUCTURE COMMITTEE**

TUESDAY, JANUARY 24, 2012, 10:00 AM

13th FLOOR BOARD ROOM

PRESENT: Professor Dan Malleck (Chair), Professor Duncan MacDonald (Vice-Chair),
Dean Ejaz Ahmed, Mr. Cameron Alderdice, Interim Dean Don Cyr,
Professor Bareket Falk, Professor Babak Farzad, Ms. Courtney Phillips,
Professor Susan Sydor

ALSO

PRESENT: Dr. Jack Miller, Mr. Tom Saint-Ivany, Ms. Margaret Sanderson, Mr. Scott Walker,
Dr. Philip Wright, Ms. Margaret Thompson (Administrative Support)

GUESTS: Associate Deans Danny Cho, Nota Klentrou, Deborah Zinni
Professor Roberto Nickel, Chair, Teaching and Learning Policy Committee

REGRETS: Professor Donald Brown, Professor Marilyn Cottrell, Professor Tony DiPetta,
Dr. Greg Finn, Dr. Murray Knuttila, Professor Peter Landey, Professor James Mandigo,
Ms. Laurie Morrison, Mr. Joe Robertson, Mr. John Suk

Professor Malleck welcomed members and guests and called the meeting to order.

1. Approval of the Agenda

Professor Malleck noted that Associate Deans and the Chair of the Teaching and Learning Policy Committee were in attendance for certain agenda items. He suggested that the agenda items be reordered and that the Information Technology Services/Accessibility Update and the Information Technology Services and Classroom Standards be considered following agenda item 1.

MOVED (Phillips/Wright)

That the agenda be approved as amended.

CARRIED

2. Information Technology Services/Accessibility Update

[An Information Item to the Committee *TOPIC: Information Technology Services/Accessibility Update* dated January 24, 2012 had been distributed with the meeting materials.]

Ms. Sanderson referred members to the Information Technology Services/Accessibility Update. She reviewed the Report which provided a summary of the Information and Communications Standards under the Integrated Accessibility Standards which will require Brock University to create, provide and receive information and communications in ways that are accessible to our students, employees and campus visitors with disabilities. The Accessibility for Ontarians with Disabilities Act (AODA) was passed by the Province in 2005.

With respect to the initiatives to be undertaken by the University, as outlined in the Report, Dr. Wright encouraged feedback from faculty members. Committee members and those Associate Deans present provided advice to Dr. Wright and Ms. Sanderson with respect to additional areas that may need to be addressed and methods of communicating the required information to faculty and students.

3. Information Technology Services and Classroom Standards

Dr. Wright provided an overview of the challenges that arise due to the University's lack of a standard policy with respect to the decisions to be made to upgrade classroom technology and classroom standards. He noted that he was looking to the IT&I Committee, Senate and the Associate Deans for guidance. Dr. Wright further noted that Faculty Handbook III: 16, Academic Computing and Communications Policies, states that the IT&IC and Senate are to be consulted with respect to decisions regarding new academic computing or communications resources if its combined costs of acquisition and installation exceed \$100,000.

The Chair opened the floor for discussion. Committee members and invited guests discussed various challenges related to information technology equipment and requirements and standards in classrooms for both instructors and students. Members offered advice regarding potential methods of obtaining information from instructors, including graduate students, to establish a data base with their needs and concerns regarding existing classrooms. Members discussed the need for the establishment of a protocol to determine which classrooms get updated and methods to prioritize the projects to be completed. In addition, it was suggested that improvements could be made with respect to the coding and assignments of classrooms by the Registrar's Office.

Following discussion, guests retired from the remainder of the meeting.

4. Approval of Minutes of the Previous Meeting

[The minutes of Meeting #2 (2011/12) held on October 25, 2011 had been circulated with the meeting materials.]

MOVED (Alderdice/Phillips)

That the minutes of meeting #2 (2011/12) of the Information Technology and Infrastructure Committee held on October 25, 2011 be approved.

CARRIED

5. Business Arising from the Minutes - None

6. Report of the Chair

Professor Malleck reported on the following:

- He had recently attended a meeting of the Teaching and Learning Policy Committee (T&LPC) to participate in a discussion of the intersections of the purviews of the IT&IC and the T&LPC. Discussions regarding mutual interests will continue among the Committee Chairs and the Associate Vice-President, Information Technology and Chief Information Officer.
- With respect to the ongoing review of the Committee's Terms of Reference by the established sub-committee (Dan Malleck, Philip Wright, Rick Cheel), Professor Cheel has been contacted to determine if he wishes to continue in this capacity as he was no longer Interim Dean and a member of the Committee. Members were encouraged to contact Professor Malleck if they would like to join the sub-committee.
- An issue had been brought to his attention about the limited access that sessional instructors have to library and email technology. He had circulated an email for discussion to the Chair of the Teaching and Learning Policy Committee, the Associate Vice-President, Information Technology and CIO, and the University Librarian which generated some discussion about the apparent restrictions that have come about due to library licensing agreements. Professor Malleck further noted that it was his understanding that there was a memorandum of understanding between CUPE and the University to investigate this issue. He suggested that it may also be within the purview of the IT&IC and T&LPC to determine if there is a need for the development of a related Senate policy.
- On his behalf, Committee Vice-Chair Professor MacDonald has attended a meeting of the IT Steering Committee. Professor MacDonald provided a Report from the meeting for the information of the Committee (see Appendix 1 to the minutes).
- On behalf of the Professor MacDonald, he had attended at meeting of the Senate Budget Advisory Committee during which a presentation was provided on BRAM (Brock Resource Allocation Model). He noted that it was interesting to learn about the issues of how resources are calculated and redistributed and that involvement from this Committee will be important since IT&I issues are so fundamental to future growth at Brock.

7. Questions (and Answers) - None

8. Other Business - None

9. Adjournment - The meeting adjourned at 11:30 a.m.