

IT User Experience Governance Committee

Meeting Agenda

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| Date: | Monday, February 12, 2018 | |
| Time: | 3:00 – 4:00 | |
| Place: | Webex: | Meeting room: Trafalgar President’s Boardroom |

PURPOSE

Members of the IT User Experience Governance Committee commit their time to:

- Researching solutions
- Collaborating with vendors to achieve greatest value for public money
- Recommending options
- Prioritizing constraints against available budget and the urgency
- Promoting available technology and its functionality
- Highlighting ideas for continual service improvements
- Developing technology roadmap
- Recommending options for new services
- Establishing outreach programs and events
- Developing and promoting standards

AGENDA

REVIEW ACTION ITEMS – 5 MIN

| No | Item | Responsible person | Due Date |
|----|---|----------------------------|-------------------|
| 1 | Address faculty’s request to include specific classes in the O365 pilot <input type="checkbox"/> No known issues | James Duncan | February 12, 2018 |
| 2 | Solicit additional faculty members for O365 pilot <input type="checkbox"/> Positive feedback on forms and sway | Sandy McKean/John Laugesen | February 12, 2018 |

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|---|---|---------------|-------------------|
| 3 | Draft RFP for end user devices <ul style="list-style-type: none"> <input type="checkbox"/> Dell is qualified vendor for all devices <input type="checkbox"/> bringing units on campus for round table evaluations, technical group testing laptops via tech process | Julia Kraveca | February 12, 2018 |
| 4 | Present O365 roadmap | James Duncan | March 12, 2018 |

1. Data on different mediums – discussion – 20 min (Theresa Fraser/all)
 - a. End user computing – dvd players on laptops, moving away from optical drives
 - b. using library resources for specific media – put on cloud or ordering resource so Faculty can utilize in the classroom
 - c. new podiums do not come with dvd players
 - d. budget to transfer vhs to digital (other formats)?
 - i. Approximately 100 vhs players in the College
 - ii. Will send an email to Deans and Associate deans suggesting removal of vhs players – implement solution, assess volume
 - iii. Contact Department technologists on means to transfer analog to digital
 - iv. Licensing, property issues on media transfers? – discuss with the Library

2. Printing/Scanning service eligibility and parameters – 20 min (Paul Khangura)
 - a. 315 printers (admin, acad) – (does not include stand-alone printers not on the network)
 - b. No framework for support, or policy for departments wanting to buy printers who have budget available
 - c. Need framework, sustainability policy for purchasing printers
 - i. Will gather requirements of needs for departments wanting to purchase a printer
 - ii. 4office is support for now

- iii. Units off lease & warranty in fall (200 units)
- iv. Spares being used in the labs are T-series printers (old models)
- v. non-network printers purchased are being purchased for the printing of confidential documents
 - 1. Time and volume are a factor in these purchases
 - 2. How to identify exemptions & cost?
- vi. Post script printers – Xerox model, needed for specific technical requirements
- vii. Will need to determine specific needs of printing, eligibility, colour printing, who incurs the cost, location, sustainability, ways of reducing printing?
- viii. Procurement – OECM RFP process for printing has just finished and will evaluate if it is suitable for our needs. If not, will go through competitive procurement process
- ix. Network printers monitoring system – if printers are offline, jammed, out of paper etc. What is the process?
 - 1. printers in the hallways are monitored by ITSD staff at ea. campus
 - 2. Julia will bring printing numbers to the next meeting – by school, program, faculty – printer name
 - a. This cost data can also be found on GL (Sarah, Julia)
- x. Print shop services – how much faculty is spending there? GL
- xi. HMC does not have access to a print shop – when will it be there? On the list via Kevin Pashuk

3. Classrooms discussion – 15 min (Martin de Bernardo)

- a. Media classes are booked in classrooms without appropriate technology requirements
- b. APAs booking rooms are finding it challenging to meet specific requirements

- c. Classrooms have been combined and require bigger classroom sizes. Bigger classrooms do not have appropriate technology
- d. Updates may be possible – blinds (14) at Trafalgar, planned refurbishment
 - i. Provide to Kevin P. needs for capital updates, common classrooms not belonging to faculties
 - ii. Renovation request lists
 - iii. Tech deficit, blind needs
- e. Priorities based on obsolete tech – upgraded M, B wing at Davis
 - i. A145 at HMC is the next project
- f. Accessibility needs
 - i. different generations of podiums in classrooms, some with changing height
 - ii. remove polls that obstruct views
- g. Work with Facilities when building classrooms to ensure correct blinds are installed
 - i. 100% blackout blinds
 - ii. Motorized and manual blinds in classrooms
 - 1. Have Faculty participation in building of classrooms?
 - iii. Julia will work with facilities on inclusion in meetings regarding renovations
- h. Specialized vs generic classrooms
 - i. Should have Scheduling at the table as well
 - ii. Fiscal sustainability – specialized scheduling system
 - iii. Map capabilities of classrooms in scheduling (does not work with scheduling process currently in place)
- i. Consider requirements of courses in classroom renovations

i. Level classrooms (40+)

PARKING LOT

Items that were not on the agenda and should be discussed in the future meetings:

Next Meeting: February 2018, 3-24pm

Location: Trafalgar President's Boardroom

ATTENDEES

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| <input checked="" type="checkbox"/> Julia Kraveca (Chair) | <input checked="" type="checkbox"/> Ian Colquhoun | <input type="checkbox"/> Ricardo Hoar |
| <input type="checkbox"/> Ausim Mobeen | <input checked="" type="checkbox"/> James Duncan | <input type="checkbox"/> Sandy McKean |
| <input type="checkbox"/> Bryan MacFarlane | <input checked="" type="checkbox"/> John Laugesen | <input checked="" type="checkbox"/> Sarah Bernardi |
| <input type="checkbox"/> Chris Descheneaux | <input type="checkbox"/> Jordan Carlson | <input checked="" type="checkbox"/> Theresa Fraser |
| <input type="checkbox"/> Claire Wollen | <input checked="" type="checkbox"/> Martin de Bernardo | <input checked="" type="checkbox"/> Trevor Hanekamp |
| <input checked="" type="checkbox"/> Derrick Millard | <input type="checkbox"/> Michael Evans | <input checked="" type="checkbox"/> Vito Picicci |
| <input type="checkbox"/> Don McCulloch | <input type="checkbox"/> Mike Mitchell (Guest) | <input checked="" type="checkbox"/> Wes Tanney |
| | <input checked="" type="checkbox"/> Paul Khangura | |

= Present

Red = Joined by WebEX