IT Governance

Information Technology is a catalyst for productivity, creativity and community that enhances learning opportunities in an environment of unlimited demands and limited resources.

Executive Committee Meeting
January 20, 2017

• Adopting a strategic approach to information technology planning, budgeting and implementation at Cal Poly Pomona •
Executive Committee
Action Items

- **Infrastructure Technology Working Group / Recommendations**
  - Groups in Office 365
  - Campus SSF Wireless Upgrades

- **Instructional Technology Working Group / Recommendations**
  - Classroom Upgrades and Strategic Improvements
Executive Committee
Informational Items

• Space & Event Management Working Group
Infrastructure Technology
Action Items

Presenter: David Drivdahl
Recommendation – *Migrate Groups to Office 365*

- Auto Groups migration – February 2017
  - Migrate automatically populated groups to Distribution Lists
  - Moderation will be performed by Office 365 functionality
  - Student groups will be hidden from the address list
    - cis_majors, cis_classes, cis101, col-cba_majors, etc.
  - Non-student groups will be visible in the address list
Recommendation – *Migrate Groups to Office 365*

- Manual Groups migration – June 2017
  - Migrate manually created groups to Office 365 Groups
  - All groups will have a group mailbox, shared file storage, SharePoint site, Planner, and additional features
  - Individual users will be able to choose whether they receive [group] messages in their inbox, but will always have separate access to the group mailbox
  - Users will have access to group mailboxes via mobile apps
  - All manual groups will be visible in the address list
Recommendation – *Known Issues*

- Functionality changes
  - Moderators can send to lists they moderate without being moderated
  - Mail forwarding is not available
  - Auto response is not available
Recommendation – *Campus Consulting*

- Contacted all users who are automatically receiving forwarded copies of message sent to groups
  - Three users responded
    - Two were concerned with the functionality loss
    - One was seeking clarification
Recommendation

The Infrastructure Technology Working Group recommends moving forward with the migration of [auto and manual] groups to Office 365.
Infrastructure Technology
Action Items

Presenter: Gabriel Kuri
Recommendation – *Wireless Remediation and Expansion*

- 2016 – 2017 focused on continued wireless improvements based on student feedback
  - Indoor remediation
  - Outdoor expansion
- Anticipated completion by Fall Term 2017
## Infrastructure Technology
### SSF Wireless 2016 - 2017

### Indoor Areas

<table>
<thead>
<tr>
<th>ID</th>
<th>Area</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Science</td>
<td>$38,148.60</td>
</tr>
<tr>
<td>9</td>
<td>Engineering</td>
<td>$35,892.50</td>
</tr>
<tr>
<td>13</td>
<td>Engineering/Art</td>
<td>$14,444.90</td>
</tr>
<tr>
<td>17</td>
<td>Engineering</td>
<td>$17,169.80</td>
</tr>
<tr>
<td>24</td>
<td>Music</td>
<td>$12,159.50</td>
</tr>
<tr>
<td>97</td>
<td>Campus Center</td>
<td>$14,680.40</td>
</tr>
<tr>
<td>162</td>
<td>Business</td>
<td>$5,010.30</td>
</tr>
<tr>
<td>163</td>
<td>Business</td>
<td>$12,013.00</td>
</tr>
<tr>
<td>164</td>
<td>Business</td>
<td>$17,960.90</td>
</tr>
</tbody>
</table>

| Total (Indoor) | $167,479.90 |

### Outdoor Areas

<table>
<thead>
<tr>
<th>Area</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Drive (Health Services to Aliso Hall)</td>
<td>$64,529.35</td>
</tr>
<tr>
<td>Grass area between Greenhouse &amp; Bldg. 4</td>
<td>$2,027.35</td>
</tr>
<tr>
<td>Grass area outside Bldg. 26</td>
<td>$8,109.40</td>
</tr>
<tr>
<td>Grass area between Bldg. 5 &amp; 97</td>
<td>$4,054.70</td>
</tr>
<tr>
<td>Area surrounding Bldg. 7</td>
<td>$14,191.45</td>
</tr>
<tr>
<td>BSC rear walkway</td>
<td>$18,246.15</td>
</tr>
<tr>
<td>Area between Library &amp; Bldg. 9</td>
<td>$6,082.05</td>
</tr>
<tr>
<td>Area between 98-P1 &amp; Voorhis Park</td>
<td>$6,082.05</td>
</tr>
</tbody>
</table>

| Total (Outdoor) | $123,322.50 |

| Total (Indoor + Outdoor) | $290,802.40 |

| 2016 -2017 SSF Wireless Funding | $280,000.00 |
Infrastructure Technology
SSF Wireless 2016 - 2017

Recommendation – *Risks*

- Sporadic outages may occur during the relocation of Wireless Access Points
The Infrastructure Technology Working Group recommends the indoor remediation followed by outdoor expansion based on the areas identified as needing wireless coverage improvement.
Instructional Technology
Action Items

Presenter: Lucas Lanting
Recommendations

1. Presentation technology installs, upgrades and remediation
2. Presentation technology enhancements
3. Standard presentation technology adopted practices
Recommendation #1 – Backgrounds / Findings

- 290 classrooms have A/V technology
- Over 200 classrooms do not have A/V technology
- Some A/V is better than no A/V
  - Balanced approach: full classroom & basic technology builds
  - Basic technology build is one-third the price of a full classroom
- Over 2,000 portable media carts delivered in 2015/16
- 90% of smart classrooms are analog based (i.e. VGA/wiring)
Recommendation #1 – Funding Recommendation

- New 8 smart classrooms (full room A/V)
- Upgrade 2 basic presentation classrooms (full room A/V)
- New 20 basic presentation classrooms
- Upgrade 2 smart classrooms from analog to digital
- A/V equipment remediation
  - 40 classrooms (computers, projectors, etc.)
  - 10 Library student study rooms
- Designate up to $569,000 in Student Success Fee for this recommendation
- Surplus funds to be designated for new A/V classroom builds with a priority on basic presentation builds
Instructional Technology
Presentation Technology Installations

Recommendation #1 – Schedule & Milestones

• February - March
  • Confirm room locations & classroom design builds with colleges
• March – April
  • Purchase classroom presentation equipment
  • Confirm vendor partner (labor)
• June – September
  • Build & deploy classroom presentation equipment
  • Provide documentation and faculty training as needed
• All equipment is scheduled to be installed prior to the start of the 2017 Fall Term
Instructional Technology
Presentation Technology Installations

Recommendation #1 – Risks

- Equipment delivery or vendor delays
- Structural or facility constraints (asbestos, building power)
- Equipment may not meet the functional expectations of faculty
- Classroom availability or access restrictions for installations
Recommendation #2 – Backgrounds / Findings

- Increased demand for wireless presentation/collaboration (2015/16 pilot)
- Increased interests for in-room video capture capabilities
- Varying utilization of classroom document cameras (expensive)
Recommendation #2 – Funding Recommendation

- 50 AppleTV devices (for wireless presentation only)
- 10 wireless presentation collaborative devices
- 10 document camera alternative device pilot
- 2 video capture additions
- Designate up to $38,500 in Student Success Fee for this recommendation
- Surplus funds to be designated for new A/V classroom builds with a priority on basic presentation builds (Recommendation #1)
Recommendation #2 – Schedule & Milestones

- **February - March**
  - Confirm room locations, faculty partners & classroom design builds with colleges

- **March – April**
  - Purchase classroom presentation enhancement equipment
  - Confirm vendor partner (labor)

- **June – September**
  - Build & deploy classroom presentation enhancement equipment
  - Provide documentation and faculty training as needed

- All equipment is scheduled to be installed prior to the start of the 2017 Fall Term
Instructional Technology
Presentation Technology Enhancements

Recommendation #2 – Risks

- Equipment delivery or vendor delays
- Enhanced or added presentation device may change standard lectern push button design (i.e. “wifi presentation”)
- Equipment may not meet the functional expectations of faculty & students
- Faculty and/or student learning curve to use enhanced presentation devices
- Enterprise service integration with enhanced presentation devices
- Classroom availability or access restrictions for installations
Instructional Technology
Standard Presentation Adoptions

Recommendation #3 – Backgrounds / Findings

- Deprecated industry support for VHS (July 2016 last VCR)
- Limited ability to reconfigure and expand lectern controller capabilities (programming vs finite push button)
- Minimal campus input to address unreported classroom A/V pain points, varying teaching techniques (flex classrooms, flipped classrooms, distance learning) and future technology demands and trends
Instructional Technology
Standard Presentation Adoptions

Recommendation #3 – Recommendation (no funding)

• Smart classroom builds will no longer include a VHS player
• Smart classroom builds will include a touchscreen controller
• The “mute” push button will be reprogrammed for wireless presentation (if applicable)
• Feedback mechanism needed to silicate classroom technology feedback from faculty and students for current and future classroom A/V services
Recommendation #3 – Schedule & Milestones

- **January**
  - ITG Executive committee consideration (voting)

- **March – August**
  - Implementation of proposed standard presentation technology classroom practices
  - Communicate standard classroom practice changes to academic groups
  - Work to formulate campus feedback mechanism and methodology considerations (i.e. surveys)
Recommendation #3 – Risks

- Changes to the classroom presentation standard practices (such removing the VCR from the design) may not meet the functional expectations of faculty & students
Space & Event Management
Informational Items

Presenter: Sarah Larrabee
Space & Event Management
Informational Items

• Charge presented in September 2016
  • 3 working group meetings during Fall Quarter 2016

• Surveyed current market and other CSU campuses

• Three main software systems
  • AdAstra
  • College Net (Series 25 or 25Live)
  • EMS (Event Management System) currently used by campus
Space & Event Management

Informational Items

- Telephone conversations with EMS, AdAstra, and College Net
- Presentations given by EMS and College Net on Jan. 4th
- Committee to reconvene to give final recommendations
- Recommendation ready for March IT Executive Committee meeting