Present: Stephen Balfour, Andy Bland, Becky Carr, John Chivvis, Bill Chollett, Steven Conway, Jim Culver, Fred Fisher, Juan Garza, Dave Jennings, Stephanie Leary, Tom Lyster, Henrik Schmiediche, Ron Szabo, David Sweeney, Rick Young, Jeff McCabe, Allison Oslund, Lacey Baze, Jim Snell, Pete Marchbanks, Andy Mitchell, Deb Dandridge, Carol Henricks

Item 1: Hard Drive Disposal

A. Current procedures for computers received by the Surplus Property department.
   - Currently, there are no campus procedures for disposing of hard drives.
   - Surplus receives 5,000 – 7,500 computers per year.
   - The departments are responsible for wiping the hard drives and signing a paper verifying this was done. Auditors advised Physical Plant to avoid being responsible for cleaning hard drives.
   - State law prohibits them from reselling any of the computers.
   - Surplus attempts to redistribute computers less than 3 years old to the university. All remaining computers (about 98%) are sent to Texas Department of Criminal Justice (TDCJ) where they are refurbished and redistributed to Texas public schools.

B. Issues/Suggestions.
   - Surplus hopes to have a crusher in operation by early 2011. The service will be free to the campus unless additional workers are needed. It will also destroy magnetic tapes, which is important to ITAC members.
   - Issues
     - How to pay the machine and operations of the machine?
       - Crushers range in cost: $15,000- $50,000.
     - State law requires that the serial number from each hard drive be captured before disposing of it.
       - Surplus has a mechanism for doing this.
   - Texas A&M Surplus’ Suggestions.
     - All computers go to TDCJ where they can be entirely refurbished.
     - Departments should separate working from non-working computers before sending to Surplus. All hard drives should still be wiped. The inoperable hard drives that cannot be wiped should be labeled as such.
     - Surplus will only destroy hard drives that cannot be wiped or hard drives that have no documentation verifying that they are clean.
     - The more hard drives they have to dispose of, the more people they will have to hire.

Item 2: Instructional Technology Services (ITS) Road Map Presentation

A. Mission.
   - ITS’ mission is to assist faculty/teaching assistants in teaching with technology and manage the university’s learning management system.
B. **Faculty Support.**
   - Offer workshops to give faculty hands-on experience.
     - Currently accepting proposals for a conference in February.
   - Also offer one-on-one assistance by walk-in or appointment.
   - Online wiki available at itsdocs.tamu.edu.
   - Mail a newsletter two times per year to all faculty. If anyone else would like to receive the newsletter, email its@tamu.edu.
   - Wikis are available to faculty for scholarly/academic purposes.
   - Wordpress blogs are available to all students, faculty and staff at blogs.tamu.edu.

C. **Lecture Capture.**
   - ITS is doing a pilot test of with Camtasia. They are very close to having an interface that allows uploading into Media Matrix. Working out authentication issues.
   - One faculty member surveyed his class after using lecture capture and found that it really helped students study. They were able to go back and listen to topics they found confusing. Class attendance did not noticeably decrease.
   - Vet School is taking lecture capture seriously in case of a disaster to allow professors to continue teaching in case the campus closed or needed to be away.

D. **Learning Management System (eLearning/BlackBoard Vista).**
   - Number of sections using eLearning has increased greatly since 2002.
     - Electronic grade submission caused a large increase.
   - The system is considered a mission-critical system, and a standby system is available in Wehner.
     - ITS used the standby system for three weeks last summer.

E. **Second Life.**
   - Texas A&M’s Second Life island has been open for one year.
   - Agrilife’s Tracy Rutherford has been using the site for disaster planning.
   - Faculty chat every Thursday at 2:30 PM in Second Life about the system.
   - Plan to continue streaming events such as Muster and Distinguished Lecture Series.

F. **Future Plans.**
   - Learning Management System
     - ITS will be reevaluating the university’s learning management system since support for the product will be discontinued by the vendor.
     - Please send ITS any feedback about the current system or thoughts on a new system.
     - ITS will consider the mobile capabilities when evaluating new systems.
     - There will be many opportunities for constituents to give input into the selection of a new system, including sand boxes, a formal committee, and open demonstrations.
   - Other
     - Hope to provide an instructor certification program. It will not be BlackBoard specific.
     - Want to provide more content development services for faculty.
Item 3: Bylaw Vote
A. Dr. Cantrell received two drafts of the bylaws and provided feedback to the ITAC chair.
B. Fred Fisher moved to approve the bylaws. David Sweeney seconded.
C. DECISION: Bylaws revisions were approved.

Item 4: Project Management Office (PMO) Update
A. Willis Marti was unable to attend the meeting. David Sweeney and Allison Oslund gave a quick update.
B. The PMO is currently evaluating several project management tools, not specific to IT.
   - Cost has been an issue. Many of the vendors want to charge extreme rates for support packages. Since it is unknown how many people will use the system, they want to keep initial costs to a minimum. Departments interested in contributing to the project are welcome to do so. The Department of Student Activities has already made a contribution.
C. The PMO will offer project management training in the spring. There will be three half-day sessions. The class costs ~$600 per attendee, and ITAC members are welcome to attend.
D. The PMO may provide the opportunity for Texas A&M employees to earn the PMI Project Management Certification

Item 5: IPC Update
There were no updates since the IPC meeting was cancelled last week.

Item 6: Open Discussion
Deb Dandridge was available to answer any questions about the Incident Management SAP. No questions were asked.