Learning and Research Technology Workgroup
Meeting Notes
March 1, 2019
Education, Building 02, Room 024 at 9:10 – 10am

Present:  Sean Hurley, Chairperson, CAFES  Bruno Ribeiro, CLA
          Patricia McQuaid, OCOB          Scott Hazelwood, CENG
          Andres Martinez, CSM             Alison Robinson, AVP for ITS
          Patrick O’Sullivan, CTLT          Kathryn Hammer, ITS
          Jennifer Klay, CSM                Jesse Vestermark, Kennedy Library
          Jeff Nadel, CENG                  Charlie Crabb - Guest
          Peter Schlosser, CLA, Academic Senate  Dale Kohler, ITS - Guest

Absent:   Catherine Hillman, CTLT          Thomas Gutierrez, Physics Dept
          Cesar Torres Bustamante, CAED     Gregory Scott, CSM

I. Approval of Meeting Notes from February 2019
Pat McQuaid motioned to approve with correction about online support: "Online support on the weekends would be helpful for both online classes and for other basic technology needs, such as being locked out of PolyLearn because of forgotten passwords.” Bruno Ribeiro seconded the motion. Approved.

II. Summer Classroom Refresh
Charlie Crabb shared history about the Classroom Strike Team that is now officially part of the University Space Committee. Shared a handout of the Learning Space Rating System that the Classroom Strike Team organized. The Strike Team used the Educause system to rank classrooms on campus.

This summer, they’re looking at three classrooms in Building 26. Shared anticipated changes coming to the classrooms. Need to work within California State University standards for capacity, which can be a challenge when installing collaborative workspaces which yield fewer seats than the capacity standards.

The Strike Team, in coordination with Facilities and ITS, will request from the Space Committee a permanent commitment to classroom upgrades. A 5-year refresh on technology and 10-year refresh for classrooms will be proposed; asking for $2 million for initial refresh. The Strike Team looks to ITS to select technology and gathers feedback from faculty and staff.

Discussed how the Strike Team is involved in building/designing new classrooms by looking at the suitability of classroom space. Moving forward, the Classroom Strike Team will provide an annual report to Learning & Research. Their recommendations will be submitted to the Provost and Vice Provost. To contact the Classroom Strike Team, contact Dale Kohler at dkohler@calpoly.edu or Charlie Crabb and 756-2248.
III. **Software Usage and Strategy for Sunsetting Technology**

Time to think about strategy for sunsetting technology. Discussion about developing a process for sunsetting technology, i.e. several Unix servers, students graduate and lose access. Need to consider policy vs. process. Discussion about new Cal Poly branding that will drive the need to sunset some technology.

Learning & Research will provide input for a policy and requests that ITS draft a strawman policy to work from. Input for the policy includes:

- Include a statement that obsolete tools and technology must be sunsetted. The process by which this happens will involve users that are directly involved.
- Provide a process for supporting users during the transition to new technology.
- Recommend that ITS and CITC help fix the problem and provide solutions for the transition. ITS to provide support to help CITC make consistent decisions.
- Look at costs and benefits of transitioning to new technology.
- Users will take responsibility for installing technology that is at the end-of-life or going to expire.
- Look at how to address unique situations in each college.

IV. **ITMC Meeting**

The first meeting is on March 21st. Chairpersons from each workgroup will share information about what each workgroup has been working on this academic year.

**Action Items:**

- Carry forward: Sunsetting Technology
- Topic for next meeting: Survey results from “Cloud Resource Possibilities”