Three years ago, the structure of Information Technology (IT) at UWM was re-organized, with the creation of a true Chief Information Officer (CIO), of a single top-level committee on IT, chaired by the Provost, the Council on IT (CIT), and the creation of three other standing committees, including the Information Technology Policy Committee (ITPC). The ITPC came into existence in Fall 2001, with a dual role as the voice of faculty/staff governance on IT issues and as the primary IT committee concentrating on the Academic side of computing at UWM. UWM's CIO (Joseph Douglas) serves as an ex officio member of the ITPC and as the liaison between all four committees. The ITPC chair serves as a member of the CIT. A representative of the Provost (Associate Provost Rita Cheng this year) serves as an ex officio member of the ITPC and as a member of the CIT.

The ITPC met eight times during the 2003-2004 academic year. Allen Bell was elected chairperson and Stephen Pevnick vice-chairperson at the first meeting, on September 11. Issues considered and actions taken by the Committee over the year are summarized below. Minutes and other material regarding the committee and its actions can be viewed at the ITPC website http://www.itpc.uwm.edu/.

Committee Representatives To Other Groups. The ITPC had representatives on many other groups this year; a number of these groups were core service teams. Audrey Begun served on the Web Steering Committee and Christopher Guse served on the myUWM Portal Project Team. Timothy Haas served on the E-mail Core Service Team. Stephen Pevnick attended meetings of the Core Service Team leaders. Jon Welstead and Stephen Pevnick served on the Educational Technology Fund Advisory Committee. Simone Conceição is leader of the D2L Uses and Opportunities Core Service Team and Janis Eells began serving on the Desktop Purchasing Core Service Team at the end of the Spring term. The trend of ITPC members serving on many other IT groups can be expected to continue, and may have both positive (more opportunities to influence campus directions) and negative (more commitment of time) implications for ITPC members. It may be desirable to consider whether faculty members serving on such groups should be members of the ITPC.

Provost John Wanat attended the second ITPC meeting to answer questions and engage in a discussion of IT issues. Some of the issues were (1) wireless access on campus; (2) the campus network; (3) the Help Desk (campus solutions center) and user support; (4) file storage and file sharing; (5) funds for computer purchase, computer labs, and software purchases; (6) distance learning. The Provost listed some priorities: (a) security, (b) the UWM portal, (c) content management systems, (d) the use of core service teams. A record of this meeting can be found in the October 3 minutes.

Acceptable Use Policy. The Office of Legal Affairs prepared a draft policy on the acceptable use of University IT Resources, designed to put into a single document policies scattered throughout a number of documents. The committee discussed the initial draft and later revisions during the meetings of November 26, February 13, and April 9. The committee suggested a number of revisions during these meetings and expressed concerns about confidentiality and disciplinary issues, as well as the policy's effect on working with non-University groups. During this time, the policy was also considered by the CIT and the University Committee (UC). At the
November 26 meeting, the committee passed the following resolution unanimously: Faculty, staff and student orientations should address IT use and policies. At the April 9 meeting, the committee unanimously endorsed the final draft of the policy.

This process was a good example of the way the IT committee structure is supposed to work, with both the CIT and the UC asking for, and then waiting for, input from the ITPC. At the April 9 meeting, more than one committee member said that having someone from Legal Affairs present during the ITPC discussion was crucial to the process, and that such face-to-face discussion will be of key importance whenever policies are considered by the ITPC.

**Campus Desktop Acquisition Program.** One of the first core service teams was the Desktop Purchasing Team and its work was discussed extensively at the October 29 meeting and revisited at the February 13 meeting. The team's recommendations were already given a trial run last year in the College of Letters & Science. The new process shows evidence of saving a lot of money. Two concerns expressed by committee members were support for Macintosh users and purchase of computers with special configurations using extramural funds.

**Online Course Planning.** At the March 12 meeting, Associate Provost for E-learning Susan Kelly gave a presentation on online course planning, focusing on a guide put together by the School of Continuing Education with input from several faculty members. The document is meant as a guide, not a set of rules, and it is aimed at those putting entire courses and programs online, not those developing a single hybrid course. The committee discussion included questions about financial support for online education; the consensus seemed to be that these days, programs need to come up with their own resources. Examples of programs and strategies that had been or might be successful were given.

**Desire2Learn (D2L).** The online course discussion at the March 12 meeting meeting was followed by a report by Bob Kaleta on D2L. The transition from Blackboard to D2L has gone smoothly and faster than expected; during Spring 2004, 90% of the 720 courses using a course management system at UWM used D2L. There is some integration between D2L and PeopleSoft, although integration of grade assignment hasn't been achieved yet. Other issues resulting from D2L, or course management systems in general, include (i) an increased burden on the small staff of the Learning Technology Center (LTC), (ii) the need to store and transmit large computer files produced by students as classwork, (iii) the need to access library, database, and other resources online, both on and off campus, and (iv) the need for an easy way for students and faculty to enter mathematical expressions. Issues (ii) and (iii) extend beyond course management systems or online courses, and are being addressed at UWM and throughout the UWM system.

**Web Pages.** The May 14 meeting saw a long discussion about web pages at UWM, touching on the issue of who is responsible for the content of web pages, and to what extent information placed on web pages should be reviewed or approved -- and by whom. The issue of standards for web pages, and the communication of such standards, was discussed at this meeting as well as at the April 9 meeting.

**Project Reports.** Virtually every meeting saw at least one report on an ongoing IT project or plan, usually from a core service team. Some have been mentioned above; the rest can be found in the minutes of the ITPC meetings. (There were a number at the April 9 meeting.) The
myUWM portal project is one of the key projects currently underway, and team leader Laura Pedrick made a presentation to the ITPC about it at the October 3 meeting. The May 14 meeting included many comments by Joe Douglas and Bruce Maas about the history and the future of IT projects at UWM, again with particular emphasis on core service teams.

**ITPC Procedures, & Election.** At its November 26 meeting, the committee unanimously approved the motions "The ITPC should have a fixed monthly meeting time" and "For the 2004-05 academic year, the ITPC shall meet from 8:00 - 9:30 am on the second Friday of the month, with a backup of the fourth Friday of the month". It also unanimously approved the motion "The ITPC shall elect the chair for the following academic year in the spring". At the May 14 meeting, the committee unanimously elected Associate Professor Stephen Pevnick of the Department of Visual Art to be committee chairperson beginning in Summer 2004.

Submitted: 07/29/04
Information Technology Policy Committee Members 2003-04 (*=ex officio)
Bartholomew Armah, Africology
Audrey Begun, Social Welfare
Allen Bell (chair), Mathematical Sciences
Simone Conceição, Administrative Leadership
*Rita Cheng, Associate Vice Chancellor
*Joseph Douglas, CIO/Information & Media Technologies
Janis Eells, Clinical Laboratory Sciences
Christoper Guse, Theatre
Timothy Haas, Business Administration
Robert Hessling, Psychology
Seyed Hosseini, Electrical Engineering/Computer Science
Chris Hota, Student Representative
Robert Kaleta, Learning Technology Center
Peter Lee, Letters & Science - English As A Second Language
Stephen Pevnick, Visual Art
Jon Welstead, Music