

## **UNIVERSITY OF TASMANIA**

### **FACULTY OF COMMERCE**

#### **Information Technology Committee**

Minute of Meeting 10/2002 of the Faculty of Commerce Information Technology Committee was held 17 December 2002 commencing at 13:10 hours.

**PRESENT:** Mr M Bonsey, Mr A Dillon, Mr Peter Dixon, Mrs K Keep (Secretary), Dr J Kendall (Chair), Mrs T Kostiuk.

#### **1.0 PRELIMINARY MATTERS**

##### **1.1 APOLOGIES**

Dr Paul Turner

##### **1.2 WELCOME**

##### **1.3 MINUTES**

Minutes from the previous meeting 19 November 2002 approved with an amendment to the title of the staff survey from "New Survey" to "Staff Survey"

##### **1.4 REPORT OF THE CHAIR**

###### **1.4.1 Issues from the previous meeting**

###### **➤ IS Tutorial booking system**

Ross Richardson is creating a spreadsheet, which will be sent to school participants (Dr J Garnham & T Kostiuk) to complete the required unit specific information.

##### **1.5 REPORT OF ITS (Michael Bonsey)**

###### **1.5.1 Ongoing developments within Faculty Commerce**

###### **➤ CREA Machines**

Old CREA machines have had data transferred onto CD and placed in the Faculty IT safe. These machines will be now used, as multimedia machines- coordination will commence in 2003.

###### **➤ Labs**

New lab machines have arrived for Lab2 with 24 new LCD flat screens. Gradual installation will commence in January 2003. A replica server will be installed in Launceston in January 2003.

- **Maths Equation program**  
A new maths equation program has been purchased with a three-year licence for the Faculty.
- **Structural Cabling deployment**  
Cabling in level 3 has now been completed with level 4 due for completion prior to Christmas. Level 5 will be commenced in January and the Annex will commence at a later date.  
It was noted that the service provided by the re-cabling team has been good.

## **1.6 REPORT OF ITS (A Dillon)**

### **1.6.1 Ongoing developments university wide**

- **Copyright compliance and Digital Copyright Management System (Masterfile)**  
Digital copyright project is in the completion stage. Training will commence shortly.
- **IT Restructure**  
The IT Restructure paper has been released with changes mainly to roles. None of the changes will directly impact the Faculty or the SLA agreement.
- **WebCT**  
WebCT will be transferred to a newer version 8.0 in January 2003.

## **2.0 FACULTY CONTENT MANAGEMENT SYSTEM**

### **2.1 Update by Tracy Kostiuk**

There have been several delays in finishing the web page, Tracy will be on leave in January, and however Katrina will continue the project.

## **3.0 ISSUES ARISING FROM THE SLA IMPLEMENTATION**

### **3.1 2003 Service level agreement**

The SLA Agreement for 2003 has been approved for 2003 with only minor changes.

### **3.2 Education/ Training issues**

It was acknowledged that training is required for all changes that take place for all schools and that email notifications of such changes is also vital for effective communication.

**3.3 Helpdesk response time and related issues: Status on statistics retrieval**

Statistical material was lost in the recent Helpdesk system upgrade. Material be recovered this week. The new System will allow monthly statistics.

**4.0 PREPARATION OF SLA ANNUAL REPORT**

It was noted that the helpdesk data for the end of year report would be available by next week.

Dr Kendall made several minor corrections and suggestions for amendment in particular adding the IT Committees role to the report and staff development heading for IT Training etc.

**5.0 OTHER BUSINESS**

Lotus Notes and resources have now been provided to all school secretaries.

The meeting closed at 14:20 hrs.

Next meeting to be held early February 2003.

**CONFIRMED:**                      **Chair:** \_\_\_\_\_      **Date:** \_\_/\_\_/\_\_