

**NOTE VENUE & TIME**

**FACULTY OF COMMERCE**

**IT COMMITTEE**

A meeting of the IT Committee of the Faculty of Commerce will be held in Room 507 (with telephone link to Launceston), Commerce and Economics building, Hobart on Tuesday 28 May 2002 at 15.00 hrs.

Jon D Kendall  
Chair, Faculty IT Committee  
Faculty of Commerce

**AGENDA**

**1.0 PRELIMINARY MATTERS (20 MINUTES)**

**1.1 APOLOGIES**

**1.2 WELCOME**

**1.3 MINUTES**

First meeting

**1.4 REPORT OF THE CHAIR**

Current issues

**1.5 REPORT OF ITS (JACK POTTER)**

Ongoing developments within the Faculty of Commerce (lease machine installations for student lab (L) and staff (Accounting). PC changes in Hobart Com Lab2)

**1.6 REPORT OF ITS (ADRIAN DILLON)**

Ongoing developments University wide.

**2.0 ISSUES ARISING FROM THE SLA IMPLEMENTATION (30 MINUTES)**

**2.1 LETTER FROM ECONOMICS MATURE-AGE STUDENT ABOUT IT USAGE FOR TEACHING**

## **2.2 FEASIBILITY OF USING THE TUTORIAL BOOKING SYSTEM OF THE SCHOOL OF INFORMATION SYSTEMS FOR OTHER SCHOOLS WITHIN THE FACULTY**

### **2.2.1 DESCRIPTION**

The School of Information Systems has utilised a database-driven tutorial booking system for the past several years created by Ross Richardson. Tutorial schedules are uploaded to the database and, through a link from USRS, students are randomly assigned to a unit's tutorials. Students then can switch tutorials online, depending on availability. The tutorial enrolments are kept up-to-date through a link with USRS and lecturers and admin staff can retrieve up-to-date enrolment information as needed.

### **2.2.2 APPLICABILITY TO OTHER SCHOOLS**

Aside from technical feasibility issues, we would need to look at whether or not there is sufficient demand for such a booking system within the faculty.

### **2.2.3 COSTS**

If there is sufficient interest in using this product (and that must be thoroughly established) there are maintenance costs which would have to be met.

### **2.2.4 ALTERNATIVES?**

## **2.3 POLICY FOR KEEPING MAC SOFTWARE UP-TO-DATE**

## **2.4 HELPDESK RESPONSE TIME AND RELATED ASSISTANCE ISSUES--FOLLOWUP**

## **2.5 SOFTWARE ORDERING TURNAROUND TIME**

## **2.6 STATUS ON METHODS FOR OBTAINING FEEDBACK FROM STUDENTS AND STAFF**

## **2.7 STATUS ON SLA WEBSITE MAINTANENCE**

<http://www.its.utas.edu.au/dms/comm-SLA/>

## **3.0 OTHER BUSINESS**