

**UNIVERSITY OF TASMANIA**

**FACULTY OF COMMERCE**

**Information Technology Committee**

Minute of Meeting 8/2002 of the Faculty of Commerce Information Technology Committee was held in Room 507, Commerce and Economics Building on Tuesday, 19 November 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 15 October 2002 were approved.

**1.4 REPORT OF THE CHAIR**

**1.4.1 Issues from the previous meeting**

➤ **IS Tutorial booking system**

A spreadsheet will be sent to school participants to complete the required unit specific information. Trial conditions should be finalised by early December, there are funding issues still to be resolved.

**1.4.2 Ongoing developments**

➤ **Faculty Flexible Teaching & Learning committee**

A number of projects have been granted funding for the faculty that may affect multimedia provisions. J.Kendall will report back on the projects funded, which may have an IT impact for the Committee.

**ACTION: J Kendall**

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

**1.5.1 Ongoing developments within Faculty Commerce**

➤ **Student Survey status**

Michael and Hoang have now completed the data input onto spreadsheets. A staff survey has been developed for staff within the Faculty, which will be circulated to staff in the next several weeks.

- **Multimedia peripherals**  
Scanners will be purchased and be distributed in the New Year. It was noted that the scanners would have document feeders.
- **Multimedia streaming (pans for use in 2003)**  
One Economics unit will be trailed during summer semester using audio and video recordings of a lecture on the web.
- **Lease Machine Installation**  
The NDS rollout for the School of Managements Mac machines has now been completed with the latest version of Internet Explorer and Office etc. As new staff commence or as the existing machines require replacing new lease machines will be obtained.
- **Server Issues**
- **Structural cabling development for the Hobart Commerce building**  
Levels 1 & 2 of the Commerce building have been completed; level 3 re-cabling will commence tomorrow. A question has been raised on the standard of the cabling. A Dillon is to confirm what grade cabling is being put in place—5E or 6?

**ACTION: A Dillon**

## **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 Department will be undergoing a restructure during 2003, the plan will be finalised next week. It was noted that the restructure would not impact on the SLA agreement.

## **2.0 FACULTY CONTENT MANAGEMENT SYSTEM**

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

The Faculty page should be up next week and schools will progressively go up after that.

### **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 (see appendix1-com\_sla-v2\_1-19-nov-2002.doc).

#### **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 will 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.

### **5.0 OTHER BUSINESS**

Lotus Notes and resources have now been provided to all school secretaries (Hobart office only for School of Management).

The meeting closed at 14:20 hrs.

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