

Meeting Date	April 26, 2004	Location	SF Hyatt Regency	Time	8:00 am-4:30pm
Attachments - print and review	<ul style="list-style-type: none"> Interim SWAT-II Web site → http://its.calpoly.edu/plans_projects/SWAT-II/ 				

Topic / Discussion

1. Interim SWAT-II Web Site

- 1.1 Project context, direction and timelines at http://its.calpoly.edu/plans_projects/SWAT-II/
- 1.2 Permanent Web site in May (Sharleen Kim at Chancellor's Office) at <http://swat.calstate.edu>

2. SWAT-II Governance Structure

- 2.1 Reference handouts (visual diagram and charter)
 - DAT affirms structure, charter, deliverables and need for institutionalized/active DAT role
- 2.2 DAT and CATS affirm need for centralized leadership, with decentralized flexibility and resources (e.g. CSU system-level LMS strategy, pooling team/talent/time of collective campuses)
- 2.3 Volunteers and subject matter experts to date (n=20) aligned with specific SWAT-II activities

3. Communications Plan and Outreach Activities

- 3.1 CATS 2004 and DAT (ongoing, visit Web site); focused efforts prior to end of academic/fiscal year
- 3.2 Next areas of focus: faculty (FDC outreach and TSSI in June), libraries (EAR, COLD) and procurement teams (PSSO)
- 3.3 Activities will continue through Summer '04 to prepare for AY '04-'05

4. Phase I Deliverables and Status Checks

- Goal #1 – Identify toolsets/processes/criteria/compliance driven measures, etc.
- Univ of Georgia conference call (e.g. centralized LMS deployment for support, content, hosting)
 - Review of other system models (e.g. Wisconsin, North Dakota, Virginia, New York, etc.)
 - Extensive review of itSMF and ITIL frameworks near completion; next step = invoke SWAT-II and working groups
- Goal #2 - Identify strategy for assessing and assuring ADA-assistive technology compliance, etc.
- DAT survey (agenda item 6.2) and collaboration with Gerry H and CSU-CATS teams; TIGERS grant
- Goal #3 - Inventory existing academic technology contracts/services
- LMS survey: <http://bbsupport.csulb.edu/etc/cats/> (n=13 campuses; contact ccopp@csulb.edu)
 - DAT survey (agenda item 6.1) and collaboration with C/O contracts-procurement/CSU-PSSO teams
- Goal #4 – Conduct selected pilots to validate proposed SWAT-II model
- Consolidate contracts: Minitab (n=13 campuses to 1 CSU all campuses, on/off-campus for faculty)
 - Other titles pending DAT survey data (e.g. anti-virus, ADA compliance software/services; desktop management and security tools, MATLAB, Mathematica, Microsoft MIIS)
 - ALEKS (update per Gerry Hanley)
- Goal #5 – Develop and communicate improved governance model
- Version 1.0 posted on Web site; continued outreach to “inform and advise” CSU and campuses
- Goal #6 – Articulate FY 04-05 recommendations at end of Phase I (Work in Progress; report in Sep '04)

5. Procurement Activities

- 5.1 LMS and timelines: ITAC recommendation to renew existing contracts and establish framework for requirements gathering, teams and framework for system-wide LMS vendor engagements, RFP, etc.
- 5.2 LMS Advisory Board Goals

6. ACTION ITEMS: CSU committees and on-going agenda items

The following action items have been assigned to DAT; *ITAC involvement is specifically requested for Fullerton, Los Angeles, Maritime Academy, Northridge, Sacramento.*

- 6.1 Inventory existing academic technology contracts/services/contacts; aligned with CSU-PSSO efforts and “synchronized calendars for renewal”, cost savings, etc.

Date of completion: June 1, 2004

6.2 ADA and assistive technology “affinity groups”: identify campus contacts, catalog of services, resources, partnerships, venues, models, etc.
Date of completion: June 15, 2004

[SWAT-II contact information]

Craig Schultz, Cal Poly SLO
Information Technology Services
Director, User Support Services
Office: (805) 756-6117
FAX: (805) 756-2000
cschultz@calpoly.edu

Inputs and Suggestions

Action Items (to be transferred to log)

CSU System-level Committees – Future Agenda Items

NOTES: