

DUE TO BUDGET CUTS PROPOSED FOR FY09, USG AC IRP planned WIMBA sessions in Fall 2008 to minimize travel. These planning minutes reflect that discussion and topics that were planned.

**Executive Committee Meeting
August 26, 2008, at 3:00 p.m. – WIMBA session**

The e-meeting was initially opened for testing at 2:30 p.m. to accommodate all projected participants in the WIMBA format (Appendix A). This allowed for software testing, entry into the meeting, phone participants to gain connections, questions or issues to be identified.

Chair Barbara Stephens called the meeting to order at 3:00 p.m. Members in attendance included: Chair Stephens, Andy Clark, Lisa Cooper, Cathie Hudson, Donna Hutcheson, Nicola Juricak, Susan Campbell Lounsbury, Denise Gardner, Godfrey Noe, Jayne Perkins Brown, Ruth Salter, Lisa Striplin (USG-OIIT).

Lisa Striplin, USG-OIIT, was introduced as the technical representative hosting the WIMBA session for RAC-IRP. Chair Stephens asked her to provide an overview of the WIMBA features for participants. The following items were highlighted:

- TALK button – do not keep this option open. Only use it when need that feature
- Chat box – this feature displays on the bottom left. Note the drop down box that allows a participant to communicate with the Main Group or individual participants.
- Participant actions – these features allow the presenter to take a poll (such as request a yes or no vote), raise hand to ask questions, choose an emoticon to indicate various participant actions (top left open circle clears emotions).

Ms. Striplin called for any questions. None were asked.

Chair Stephens asked for a note-taker. Jayne Perkins Brown agreed to serve in this role. The following topics and actions were discussed regarding Fall 2008 and Spring 2009 meetings for the USG-RAC IRP. Initially November 6-7, 2008 had been identified as a Fall 2008 meeting date in Athens, GA. Anticipated budget cuts within the USG and individual institutions continued to drive concerns regarding hosting a Fall 2008 meeting in Athens that would require travel dollars. The USG RAC IRP group was polled through the USG-IPR list serve regarding preference on an electronic meeting in Fall 2008 or a two day meeting. The respondents were evenly split between the two options.

Logistics

- ❖ Use WIMBA
 - Any other methods?
 - Can it handle the IRP group?
 - It was noted that USG has 120 licenses to accommodate 120 computers.
- ❖ Will any institutions not be able to participate?
 - It was noted that all campuses should have equipment, based on GSAMS participations.
- ❖ Use “notes” section or allow for 35 (or more) microphones?
 - Participants agreed that users should be strongly encouraged to use a microphone, as opposed to only using the text box.
 - OIIT encouraged participants to discuss microphone needs with the campus CIO, if issues on this item.
- ❖ Use cameras? For all who have them?
 - It was noted by OIIT that WIMBA video features are being updated.
 - Participants would need to have video camera for this feature as participants.
 - The video screen for a participant shows up in a smaller screen and can be moved anywhere on the monitor that the participant desires.

- As video participants participate, they are displayed in the video screen.
- ❖ Protocols
 - Presenter would be supported by an OIIT representative.
 - Votes could be taken by the features of the product.
 - Participants can comment by audio or in writing by the features of the product.
 - Short sessions are determined to be the desired protocol for the presentation topics.
- ❖ Need to test?
 - The Executive Meeting provided an initial test for the IRP group.
 - The ADP-HR meeting of August 22 was noted as an example and caution of scheduling all day meetings. The session was long and a challenge for many participants.

General Comments

- ❖ Topics should be more focused
 - Members were asked to determine the most pertinent topics.
- ❖ Hard to sustain a long meeting
 - The ADP-HR meeting offered an example of a meeting that was difficult to manage and keep all participants active over the entire time period.
- ❖ Schedule breaks
 - Members agreed to have maximum two hour sessions by WIMBA, so this became a non-issue.
- ❖ Panels?
 - The feasibility of a panel-led discussion was reviewed.
 - It was noted that participants with video would be displayed as they talked. This would allow all participants to be seen.
- ❖ Need to provide ADM training w/ real data
 - Graduation rate and retention rate business areas are in queue to move to production.
 - Legacy Like Tables (LLT) will be ready for fall.
 - Training was noted as an item for face-to-face meetings, most likely in the Spring 2009.

Topics for the Fall 2008 – Chair Stephens asked the group for topics that would be the most pertinent for Fall 2008. The following were noted as potential items for discussion.

- Tracking budget cuts and effects
- Time to degree
- Changes in IPEDS
- Strategic plan
- Costing out programs
- ADM, HRDM, ADP

Discussion followed on whether topics should be presented electronically in concurrent sessions offered on multiple days during Fall 2008 or single sessions offered in one or two days on the original meeting dates. The issues related to electronic presentation and long meetings were reviewed again. Consensus was gained on offering two to three WIMBA sessions (one session could have multiple topics if not too lengthy) throughout the Fall 2008 and hosting a Spring 2009 meeting that followed the traditional format of face-to-face presentations. AIR was noted as being too late in the year to provide an opportunity to add-on to that meeting for USG issues. The Spring was noted as the best time for a face-to-face meeting possibly in March, 2009.

The group agreed that focused topics for shorter, WIMBA sessions would be the most appropriate way to communicate information to the IRP group. The following topics, targeted dates and times were identified; it was noted that WIMBA was available for each of these sessions.

- ❖ short WIMBA sessions
 - **USG System Office reports**
 - Original IRP Fall 2008 meeting was scheduled November 6-7; use one of those dates as already blocked for IRP representatives.
 - **WIMBA proposed session: November 7, 2 p.m.**
 - Presenter: Cathie Hudson

- **IPEDS**
 - The Fall collection opens September 3 and closes October 15, 2008.
 - Include issues surrounding Faculty/staff data.
 - **WIMBA proposed session: September 17, 2 p.m.**
 - Presenter: Susan Campbell Lounsbury
 - Rough estimate of licenses needed for this session was noted as approximately 40 (USG-OIIT advised will do 50.)
- **ADP**
 - Currently on 16 week implementation schedule and in the third week
 - **WIMBA proposed session: September 19, 10 a.m.**
 - Presenter: Cathie Hudson
- **NSSE/CCSSE**
 - Results have been received on all USG campuses.
 - **WIMBA proposed session: October 15, 2 p.m.**
 - Presenter: Susan Campbell Lounsbury
 - Session length was noted as possibly two hours in length.
- Business Intelligence (BI) Tools
 - USG has reviewed several products, including:
 - Oracle
 - Cognos
 - The BI tools maybe linked to ADM/HRDM processes.
 - This was not determined to be a session for Fall 2008.
- **ADM/HRDM**
 - BI Tools to use
 - Access to reports, location and user groups
 - Report verification
 - OIIT-availability
 - **WIMBA proposed session dates:**
 - **Avoid October 20-24 due to Rock Eagle conference**
 - **October 10, 16, 29, 31 were identified as possible dates**
 - Presenter: Cathie Hudson

With no additional items for discussion, the meeting adjourned at 4:35 p.m.

Submitted by Jayne Perkins Brown, August 26, 2008

Appendix A Wimba Classroom Access Instructions

USG RAI RP Executive committee meeting will be held via the Wimba Classroom web conferencing system on **Tuesday, August 26, 2008, at 3:00 p.m.** Below are the instructions on how to participate in this important event.

PREPARE YOUR COMPUTER IN ADVANCE

Run the Live Classroom wizard on the same computer that you will be using during your meeting. Do this at least two days before the meeting. Please do not wait until the last minute.

The wizard can be found at <http://208.185.32.175/wizard/launcher.cgi?wc=hmqt>. Download and install any recommended plug-ins, if necessary.

If you have any problems, go to <http://www.wimba.com/technicalsupport/>. You can get immediate assistance through the Live Chat or by phone at 866-350-4978.

HEADSET and MICROPHONE

You will need a microphone if you wish to speak during the meeting. If you have a web cam you can also use the video option but it is not a requirement to participate in Wimba Classroom.

Below is a link to a vendor from whom we have purchased web conferencing equipment that has been used successfully. You can also find other accessories here to enhance your web conferencing experience if desired.

<http://www.cdwg.com/shop>

If you do not have a microphone, do not worry! You can submit comments and questions through the chat window in Wimba Classroom.

ACCESSING THE MEETING

Log in 30 minutes before the start of the meeting in order to test your access. To log in to the meeting, copy and paste the following URL into your Internet Explorer browser:

<http://208.185.32.175/launcher.cgi?room=IRPEC>

At the login screen, click on “Participant Login” and enter the following information:

Room ID: **IRPEC**

Enter your first name and last initial followed by an underscore and your institution’s initials. Example:
JaneD_AASU

Phone numbers for this room are:

646-367-1174 (long distance charges do apply) PIN# - 17505319

NEED HELP!

For technical problems, please contact Wimba Technical Support. Go to <http://www.wimba.com/technicalsupport/> or by phone at 866-350-4978.