Status Report for Week Ending: October 24, 2003

Current Objectives
- Prepare for, schedule and implement Focus Group & Targeted Group Sessions to be held from Oct. 20 through Nov. 7.
- Continue external research for the environmental analysis.
- Complete communications plan and implement website and announcement article.
- Schedule and plan the Core Team Off-site Meeting.
- Implement interviews and a web-based survey for TSRs to help develop the high-level inventory of technology support across the campuses.

Status
- General web survey communications are completed as of 10/24/03.
- Selected TSR interviews were completed by Mark McCatty this week.
- TSR web-based survey was implemented 10/17/03 to support the high-level inventory. A reminder was sent on 10/24/03 because only 23 of 97 TSRs have responded.
- Scheduled 2-day off-site meeting for Tuesday, Dec. 2nd from 2-8:00 p.m. and Thursday, Dec. 4th, from 7:00 a.m. to 1:00 p.m. Beth Farthing-Moore is working on location, logistics, etc.
- Have worked with Joyce Buttery to develop the project website. First draft of materials will be sent to Joyce on 10/24/03 to develop the site and post documentation.
- Met with the Sumit Sircar, Gery Cruz, and Phil Cramer to discuss E-Portfolios.
- Spent time with Gery Cruz to understand the IT Support Group in the Business School.
- Met with Carolyn Haynes to discuss First in 2009 initiative and status. Will be included in the Nov. 12 dinner meeting to hear an update of their efforts and to provide an update to them on the IT Strategic Planning Project.

Significant Accomplishments Since Last Report
- Web-based survey has generated 790 total responses as of 10/24/03. Preliminary review of responses indicates quality comments and input.

Next Steps – week of 10/27/03
- Implement general focus groups for students, faculty, and staff. (Mary/Mark)
- Continue scheduling and preparing for targeted group interviews. (Kay)
- Finalize “Think Tank” summary report.
- Finalize communications plan and work with Joyce Buttery to implement a project website for the ITSP.
- Develop and send preparation for all targeted group meetings.

Upcoming Events
- Focus Group Sessions and Targeted Group sessions scheduled for October 20 through November 7. To be facilitated by Mark McCatty, Mary Zychowski, Kay Roman, and Debi Allison.
- Targeted group sessions to be implemented the week of Nov. 3rd. To include CACR, CISC, Decision Support, Banner, Area 351, Glenn Platt, and ACAL groups.