

Information Technology Advisory Council (ITAC)

MEETING MINUTES

Meeting held at 9:30 a.m., October 12, 2006 in UC 124

Members in attendance: David Anderson, Daniel Szarkowski, Ed Chow, Jackie Crouch, Jan Kemper, Jerry Wilson, Julie Wheeler, Nina Frischmann, Peggy Beranek, Sue Byerley, Yvonne Bogard

OLD BUSINESS

1. Web Content Update update

- a. Jerry reported that the Web content update was coming along well; that faculty pages would not be removed immediately, but that those whose pages need updating would be encouraged to update them; and that a new content management software – Serena – will be in place by spring; the new system will give the entire campus Web site a more consistent format and help to keep pages up to date.

2. Pay-Per-Page – continued discussion of non-IT labs, faculty printing

- a. Jerry will be meeting with the Faculty Assembly and with Deans to get more input regarding the issues raised at the last meeting, particularly that of faculty printing in IT labs; research has shown that nearly all campuses require faculty (or their departments) to pay for printing.
- b. Jerry indicated that IT would be able to support some additional lab printers provided the lab purchase the same model printer that IT uses (currently an HP 9000, but that may change with the upgrade to in December), thereby keeping the cost of maintenance to a minimum; purchasing a greater number of printers at once should result in a greater volume discount.
- c. Jackie asked about the possibility of reallocating funds from student printing to different labs/departments, but Jerry reiterated that this would not be possible through our current accounting system.
- d. Peggy suggested that the PPP policy will encourage students to submit assignments online (*e.g.*, in eCompanion), thereby saving printing costs.
- e. Dan indicated that EAS will limit its printers to students in the EAS domain.
- f. Julie inquired about the impact on learning, especially in courses such as in the Writing Program that require students to do a lot of printing. There were several suggestions about how to come up with support for this.
- g. Jerry summarized by indicating that he will continue to collect data and input on some of these issues and that he will keep us informed of his progress.

NEW BUSINESS

1. Web Policy approval (please review prior to meeting)

- a. Jerry indicated that the Web Policy is a part of an overall Web Strategy in which IT will be the authority to enforce policy.

- b. Nina inquired about a “Privacy” approval form; Jerry thought that such a form was available through the Print Shop.
 - c. David suggested that the Privacy paragraph be moved from “Official Web Sites” to “All Web Sites”; all agreed.
 - d. David inquired about the referenced “Privacy Policy” and Jerry noted that it had not yet been written. That sentence was struck from the Web Policy.
 - e. Julie graciously corrected us on the proper use of capitalization for “Web” and “Internet”; all agreed.
 - f. The committee unanimously approved the amended Web Policy.
- 2. Campus email – official means of communication for faculty and staff**
- a. Nina pointed out that emails for adjunct faculty are not always readily available; Jerry indicated that while an email account is created for every employee, the directory (hardcopy and online) is updated only infrequently; that individual departments are responsible for that information.
 - b. David noted that some of what we get by hard copy is now also available through the faculty/staff portal, “MyCU.”
 - c. Jerry stressed that the goal is to eliminate “snail mail.”
 - d. All agreed this is a good thing and we should move forward on it.
- 3. Other new business**
- a. Yvonne inquired about the possibility of putting EndNote on all IT lab computers for COE graduate students; others indicated that the software is/would like to be used in other programs; Jerry said he would look into the cost of a site license.
 - b. Jan provided an update to the SIS replacement proceedings; an RFP was sent out in September, proposals are due by October 23, and demonstrations of vendor products will occur in November/December; a vendor will be selected in January; a multi-year implementation of the system will begin in July.

The meeting was adjourned at 11:10 a.m. The next ITAC meeting is scheduled for Thursday, November 9, 2006 at 9:30 a.m., in EPC 304C

Please report any corrections or omissions to David Anderson at danderso@uccs.edu.