

Information Technology Advisory Council (ITAC)

MEETING MINUTES

Meeting held at 9:30 a.m., Thursday, October 11, 2007 in EPC 304C

Members in attendance: David Anderson, Brad Baker, Yvonne Bogard, Sue Byerley, Chris Carruth, Ed Chow, Jackie Crouch, Nina Frischmann, Jan Kemper, Daniel Szarkowski, Jerry Wilson

OLD BUSINESS

1. IT Updates

Jerry reported that:

a. Wireless

Wiring should be finished today, and access points installed by tomorrow. IT will fire up and test the system next week, anticipating full implementation the following week

b. Paw Prints (pay-per-page printing)

The maintenance contract with Lewan was signed today, and all printers are in place in computer labs. The system should go semi-live (software working but not actually charging accounts) next week. Actual charging will start at the beginning of spring semester: \$0.06 per page, \$0.08 duplex.

c. Faculty/staff computer upgrades

Upgrades are moving slowly due to some configuration issues. IT will establish a procedure whereby users can come pick up a system if they so desire; will send out an email when that is ready. In all cases, users are encouraged to purchase an additional 1 GB of memory in order for Vista to run.

d. Pandemic preparedness

Jerry has been asked to prepare an IT plan for the campus to present to the Strategy Team. Part of this will be to make recommendations regarding what we would need in order to put most if not all of our courses online should the situation arise where people are not able to congregate on campus. In such an event it would be desirable to have complete control over our environment, to have built and in place an infrastructure to handle this before it happens.

2. Continued support for current WebCT version

David related that WebCT (Blackboard) will allow us to continue to use our current, limited license with support through the end of 2008. This gives us some breathing room on making any decisions regarding LMS selection.

NEW BUSINESS

1. Security

David reminded all members to encourage their constituencies to complete the online security training. Jerry explained that the security program has three stages: 1) Awareness/Training, 2) Data Discovery, and 3) Compliance. Training for all

university employees (except new hires) will be completed by the end of October. For the Discovery stage, IT has done a scan of their servers, and will shortly be asking users to leave their desktop machines on overnight so that scans of those can take place. The primary emphasis at this point is on social security and credit card numbers. Users without a legitimate need for such information will be required to delete those files; users with a legitimate need will have to adequately protect them.

David brought up the concern that all faculty need to deal with grades, and that the current policies do not clearly define how that personal information needs to be protected. Jerry suggested that we keep grades in our NT accounts as opposed to desktops or mobile devices. If they are kept on the latter, they will need to be encrypted. Further clarification will be forthcoming.

2. Downloading music

Jerry noted that he receives more than 100 complaints from the RIAA each month for students illegally downloading and sharing music, and that currently six students on campus are being sued for amounts ranging from over \$100,000 to \$360,000 (and that a recent precedent-setting suit has been awarded to RIAA, possibly reducing the likelihood of settling out of court). These complaints are a considerable burden on the IT staff, since the students need to be tracked down and informed within 48 hours, or IT may be held liable. Jerry is meeting with the *Scribe* this afternoon to work with them on an information campaign to alert students to this concern.

3. WebCT demonstration

We will plan to have a demonstration of the latest enterprise version of WebCT on Friday afternoon, November 2. Details to follow. We will also shortly have installed a demonstration license that we will be able to explore in more detail.

4. ITAC Newsletter

David suggested that he create and email to both faculty and staff each month an "ITAC Newsletter" summarizing the various IT issues that would be of interest to the campus community. All in attendance heartily agreed. He'll start that this month.

The meeting was adjourned at 11:00 a.m. The next ITAC meeting will be held at 9:30 on Thursday, November 8, 2007 in EPC 304C.

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