# Information Technology Advisory Council (ITAC)
## Meeting Minutes
## October 8, 2004

The meeting was held on Friday, October 8, 2004 in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Jackie Crouch, Austin Simonson, Kathy Andrus, Sue Byerley, Ann Hickey, Craig Decker, Leslie Manning, Patricia Kielbach, Brad Baker, Harriet Napierkowski, Janet Kemper, Ella Stanton, Ben Martin, Jerry Wilson, Barbara Gaddis

**AGENDA**

**OLD Business**
1. **UCCS Web Committee**
   a. Craig Decker reported that the Web Committee is in the process of narrowing down the list of Web Content Management systems available to about 2 or 3 before having those systems demonstrated. The focus is on server based systems rather than client based systems.
2. **Update on Student e-mail addresses in the SIS system:** Jerry Wilson reported that all student e-mail addresses in the SIS system are now official UCCS e-mail addresses. All other e-mail addresses have been culled and replaced with the UCCS e-mail address.
   a. Currently, the e-College system does not update the student e-mail address, but the student can go in and change the e-mail address of record to whatever the student chooses. Faculty has indicated that they would like the UCCS student e-mail address to be updated in the e-College system. Jackie Crouch will contact Susie Daniels (UCCS e-College representative) and Steve Ellis to determine how the nightly parser run can be adjusted so that the e-mail addresses update. She will report back at the next IT Council meeting.
3. **Student Technology Fee Update**:
   a. **Fall 2003 Fees awarded but not yet spent**: There are a number of parties who were awarded Student Tech Fees for proposals made in the Fall 2003 semester who have not yet spent the funds. Although a list of the specific parties was not available at the time of this meeting, Gail Lane (IT department) is compiling a list who will be contacted for updates on their proposed projects. The ITAC discussed and recommended that when the Student Tech Fee Policy is reviewed and updated later this academic year that a provision be made that any party who has not spent funds previously awarded be ineligible to submit proposals to the Student Tech Fee Committee until the previous funds are spent.
   b. **STF Current Status:** After much investigation during the Summer 2004 break, it was determined that there are no "Regents Rules" surrounding the individual campus Student Tech Fees Policy. Each campus sets it's own policy. In light of this combined with no call for proposals issued during the Spring 2004 semester, it was decided to put out a call for proposals for the Fall 2004 semester with the deadline for submissions set to November 1st at 3:00 p.m. with review by the Student Tech Fee committee on Friday November 19th from 3:00 – 5:00 p.m. The exact amount of money available for distribution has not yet been determined.

i. Ben Martin of the SGA will provide Jackie Crouch with a current list of the Student Deans so that she can notify them of the November 19th meeting. Ben reported that the College of Education has no student dean at this time. Jackie Crouch will contact Mark Malone (interim Dean of Education) for a recommendation of a student dean so that the College of Education is represented on this committee

ii. Jackie Crouch will contact VCAA Rogers Redding to request that he designate a Dean Representative to the STF committee.

## NEW Business

**1. Web Policies Committee**

    a. Chancellor Shockley requested that this subcommittee meet as soon as possible so that a policy can be developed by the end of this calendar year. Individuals who previously volunteered for this subcommittee of the ITAC are Jerry Wilson, Craig Decker, Ann Hickey, Sue Byerley, Kathy Andrus, Ben Martin, Clint Fisher and Jackie Crouch.  The first meeting of the Web Policies Committee will be held on Friday, October 15th, 2004 in the IT Conference room in the El Pomar Center at 9:00 a.m.   Jerry Wilson will distribute sample policy documents to committee members prior to that meeting via e-mail.

**2. NEW Data Privacy Policy**

    a. Jerry Wilson reports that a new position was created and filled  at the University System level – Chief Privacy Officer who reports to the Legal Department. This was done in response to the system wide IT Audit that was conducted in the late spring of 2004.  Data Security was a major concern on all campuses.

    b. A new Data Privacy Task Force was created with representatives from all campuses participating (Jerry Wilson is the UCCS campus representative). They are developing a Data Privacy Policy. Jerry Wilson will bring a draft of the policy to a future ITAC meeting when it is completed.

**3. Paper Usage on Campus**

    a. Paper usage on campus continues to increase every year. Jackie Crouch asked that ITAC reexamine whether or not a pay-per page system would be beneficial for this campus since a "personal responsibility" approach does not seem to reduce the amount of paper being consumed annually.

        i. Leslie Manning reported that a pay-per-page system has been implemented in the Kraemer Family Library on the printer that is available to the general public. The cost is 10 cents per single sided page or 15 cents for a duplex page.  She notes that printing at this one printer has dropped significantly since putting the "GoPrint" system in place. She also reports that in the Spring of 2004 2 million pages were printed on the library printers that are available for students.

        ii. There was much discussion on cost effectiveness for campus wide implementation and what the student response would be to this system. Ben Martin pointed out that this could be perceived as a "fee increase" by students.

        iii. The ITAC agreed to continue to investigate the cost of implementing this system campus wide so that actual printing costs would be absorbed by the individual. The council agreed that if this system were implemented that

the price per page would be set with the goal being to recover actual printing costs, not to make a profit.

**4. Portal Update**

    a. Jerry Wilson reported that University Management System (UMS) will house the portal and do most of the coding for the portal. Each campus will be responsible for incorporating items that are unique to that campus such as UCCS Webmail. Jerry estimates that the start-up costs to be paid to UMS from the UCCS campus is approximately $200,000.00.  Ongoing costs for operation are unknown at this time. Campus departments will have a presence on the portal.

    b. Jerry clarified that the portal will be for only student use initially with functionality and use by faculty and staff to be developed later.

The meeting was adjourned at 10:45 a.m.  The next ITAC meeting will be on Friday, November 12, 2004 at 9:00 a.m. in El Pomar Center 304C.