

Information Technology Advisory Council (ITAC)
Meeting Minutes
February 13, 2004

The meeting was held on Friday, February 13, 2004 in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Janeen Demi-Smith, Ann Hickey, Leslie Manning, Bue Byerly, Barney Yetter, Brian Schill, Chris Anderton, Kathy Andrus, Craig Decker, Jackie Crouch, Jerry Wilson

AGENDA

1. OLD Business

- a. **E-Mail as Official Communication Policy Update:** The policy itself is now approved and in place. Neither sub-committee (Vital and Informational) has yet met. Steve Ellis of Admissions & Records chairs the Vital E-mail subcommittee while Mary Yates of Student Success chairs the Information E-mail subcommittee. Both Mary and Steve are working on scheduling meetings in the near future.
 - i. Ann Hickey voiced concerns regarding “bounced” (non-deliverable) e-mails to students. Jerry Wilson explained that students have the ability to forward e-mail that is sent to the UCCS e-mail address forwarded on to an external e-mail address. Students may need to be reminded of this by faculty. Students were notified about the e-mail as an official form of campus communication in the spring 2004 mailing.
- b. **Distance Ed Task Force & Course Specific Fee Update:** David Moon reported to Jackie Crouch that three colleges passed C1 Course-specific fees as follows:
 - i. College’s of Business and LAS – a \$52 fee per online course fee to be approved at the March Regent’s meeting
 - ii. College of Education – a \$100 per online course fee will be approved at the April Regent’s meeting

The fees will not become effective until the Summer 2004 session at the earliest. No college requested course specific fees for traditional on-campus courses.

2. NEW Business

- a. **IT Leadership Team Meeting Overview:** Jerry Wilson reported the following:
 - i. All campus policies are being reviewed and revised as necessary.
 - ii. Network Norton anti-virus protection is free of charge to all campus computers and will be required on every computer that is on the UCCS network.
 - iii. All computers connected to the UCCS network will require users to log on to the network.
 - iv. The UCCS Student Tech Fee Policy will be reviewed to assure it conforms to the Regents Rules and Regulations for usage of Student Technology Fees.
 - v. A UCCS Web Committee has been formed to look at the campus web site and address the following issues:

1. Multiple outdated pages
2. Development of standards for the UCCS web site p[ages
3. Development of an easy user interface that allows updating by individual colleges
4. Determine whether each unit/college will be required to have a site
5. A web applications programmer will be hired and will work with Craig Decker, the current UCCS webmaster.

The meeting was adjourned at 11:00 a.m. The next ITAC meeting will be on Friday, March 12, 2004 at 9:00 a.m. in El Pomar Center 304C.