

**Information Technology Advisory Council (ITAC)**  
**Meeting Minutes**  
**September 12, 2003**

The first meeting of the 2003-2004 academic year was held on Friday, September 12, 2003 in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Jerry Wilson, Jackie Crouch, Sue Byerley, Harriet Napierkowski, Gayanne Scott, Janeen Demi-Smith, Barbara Gaddis, Margo Baker and Ed Chow

1. Jerry Wilson began the meeting and announced that Jackie Crouch (Beth-El College of Nursing & Health Sciences) is the new Senior Faculty Associate for IT since Jeremy Haefner resigned in July 2003.
2. Review Committee Membership
  - a. The organizational structure of the ITAC allows for 3 year membership by college/department representatives. Due to limited number of employees in some departments, the ITAC decided to make this a very flexible rule to allow terms longer than 3 years. The two departments with members on the council since it's inception in September 2000 are College of Engineering and the Library.
  - b. Sue Byerley (Library) will determine if any other Library employee is interested in being the ITAC representative. If not, Sue will remain the Library representative. Jackie Crouch will contact Jeremy Haefner (Dean, College of Engineering) regarding Ed Chow's membership on the council
  - c. The ITAC web site has been moved to <http://www.uccs.edu/itac> . Jackie Crouch will maintain the site and update the membership roster.
3. ITAC Meeting Dates and Times
  - a. The ITAC currently meets on the second Friday of each month at 9:00 a.m. in El Pomar Center Room 304C. The ITAC discussed options to move the meeting dates and times but decided to leave the current schedule intact with the decision NOT to meet during intersession or summer each year.
  - b. The following is the ITAC meeting schedule for AY 2003-2004 with all meetings held at 9:00 a.m. in El Pomar Center Room 304C
    - October 10, 2003
    - November 14, 2003
    - December 12, 2003
    - February 13, 2004
    - March 12, 2004
    - April 9, 2004
    - May 14, 2004
4. OLD ITAC Issues
  - a. Jerry Wilson distributed copies of the ITAC Issue Library that was created on October 14, 2000 then reviewed and revised by Jackie Crouch and Jerry Wilson on September 8<sup>th</sup> (downloadable at <http://www.uccs.edu/itac>). All updates are noted in ALL CAPS and BOLD letters at the top of each issue with information discussed during this meeting noted in **RED**.

## 5. NEW ITAC Issues

- a. E-Mail as official form of communication on the UCCS campus
  - The Chancellor and Vice-chancellors want a policy in place as soon as possible; fall 2003 semester if at all possible
  - A committee was formed and has met twice.
  - An update on committee progress will be made at the next ITAC meeting.
- b. UCCS Distance Education Plan Draft
  - Chancellor Pam Shockley wants this draft resurrected, reviewed and revised this semester with specific focus on community outreach, K-12 partnerships and game-based learning.
  - Original Distance Education Plan Draft is available on the ITAC web site for anyone interested in its current form.
- c. Illicit File Sharing on UCCS Campus
  - Student and Faculty involved in illicit file sharing across campus has increased to the point that a policy may be needed specifically defining and addressing files shared over the UCCS network. This issue will be discussed in future ITAC meetings this academic year
- d. Academic Computing Policy Committee (ACPC)
  - In an effort to reduce the number of active committees on campus that require faculty and staff participation and reduce redundancy in activities already performed by another committee, the IT Leadership Team recommended that the ACPC be eliminated. The ITAC discussed this issue and agreed that since the ACPC had not convened in approximately two years and that any issues brought before the ACPC could be handles by the ITAC that effective immediately the ACPC be eliminated.

The meeting was adjourned at 11:00 a.m.. The next ITAC meeting will be on Friday, October 10, 2003 at 9:00 a.m. in El Pomar Center 304C.