Information Technology Advisory Council (ITAC)
Meeting Minutes
October 10, 2003

The meeting was held on Friday, October 10, 2003 in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Jerry Wilson, Jackie Crouch, Sue Byerley, Gayanne Scott, Ann Hickey, Paul Docka (for Barney Yetter), Rachel Johnson (for John Simonson), Barbara Gaddis, Leslie Manning, Clint Fisher, Chris Anderton, Brian Schill, and Craig Decker

AGENDA

1. **Updates**
   a. **E-mail Policy Committee Progress**: The committee met on Friday, October 3. The discussions involved describing "official" e-mail and broken down into vital versus informational. Due to scheduling conflicts, the committee will not meet again until mid-November however will be continuing work via e-mail. The target date to have this policy in place by the spring 2004 semester.
   b. **IT Leadership Committee Meeting to be scheduled**: Jerry Wilson will request a meeting of the IT Leadership team within the next few weeks to discuss issues pertaining to campus IT security. Items to discuss include:
      i. Mandatory login to the UCCS network for anyone using campus network resources
      ii. Mandatory use of Network Norton Anti-virus software
      iii. Replacement of all faculty and staff computers currently using Windows 9.x operating systems with computers from the library and open labs that are due to be replaced over the Christmas break
   c. **Distance Education Task Force**: Jackie Crouch and Jerry Wilson met with the Executive Team on October 1st to discuss issues surrounding distance education on the UCCS campus. Chancellor Shockley wants this task force resurrected and working on some specific tasks. Task force members and replacement members will be contacted and arrange to meet. The task force will prepare and deliver a status report to the executive team in 90 days.
   d. **Wireless Server Status (recommended by Ed Chow)**: Jerry Wilson reports no change in the status of the Engineering beta tests. Testing is ongoing and there have been some problems with authentication and security. These must be resolved before the network is expanded to other locations on campus.
   e. **E-Companion/e-Course shell request/duplication process**: Jackie Crouch is in the process of creating a MySQL database with a web based interface so that faculty can login and request course shells/course duplication for future semesters. Specific details and instructions will be sent to all faculty currently using e-Companion/e-Course as soon as the database testing is finished.
2. **New Issues**
   a. **Open Discussion re: Dr. Kalita's suggestions that the UCCS campus diversify computer operating system platforms (recommended by Ed Chow)**: There is no policy that dictates the operating system that faculty and staff use. When

purchasing computer equipment, each individual chooses the operating system. The major issues considered when purchasing computers for open labs and the library are technical support available on campus and cost effectiveness. ITAC council members agreed that this ultimately seems to be a personal decision and will remain at that level.

b. **SIS Governance policy concerning shadow systems and data repositories that hold student data (recommended by Steve Ellis)**: Please refer to the Electronic Reposition Approval Form on the [ITAC web site](). Steve asked that the policy and form be distributed to ITAC members and begin discussion and disseminate the information to others on campus regarding the importance of compliance with this policy. Ann Hickey had some specific concerns that perhaps the policy might conflict with or preclude other policies already in place. Jerry Wilson advised Ann to talk directly with Steve about those concerns.

c. **New Issues for discussion**: Brian Schill (Student Government) created "wallpaper" for computer desktops that has information about Student Government activities on campus. He asked whether or not this wallpaper could be used on all open lab computers and library computers. Other members of the council pointed out that if other departments viewed this as "advertising" or a place to display information that they would also want access to do this. No resolution was made. Brian was asked if he could bring a laptop to a future meeting to demonstrate the wallpaper to the ITAC. He agreed to do this. This item will be open for further discussion at the next meeting.

The meeting was adjourned at 10:00 a.m. The next ITAC meeting will be on Friday, November 14, 2003 at 9:00 a.m. in El Pomar Center 304C.