Meeting was called to order at 2:10pm

In attendance:
- D. Cossey, M. Parlett-Sweeney, S. Sargent, K. Fox, V. Barr, T. McFadden, L. Miller

Absent:
- F. Davis, S. Parrotta

1) Minutes from the 02-28-08 meeting were approved.

2) Surveys
   - Mary gave an update on the Audio/Video Conferencing survey. Survey closed on 4/7/08 with 66 responses (25.5% response rate). Results will be reviewed within the next month and disseminated to the committee. Initial responses indicate a mild level of interest in ITS workshops on audio and video conferencing options available on campus.
   - User support survey will be targeted for release in mid-May; if that deadline is not possible, the committee members indicated that releasing the survey later in the term or early in summer would be acceptable.

3) Mary gave an update on the implementation of a password expiration policy – as of 4/7/08, approximately 1900 users (out of 3200) had changed their password since 1/1/08.
   - Steve suggested, and other committee members agreed, that ITS should create a document that provides guidelines (and guidance) on choosing a strong password.

4) With the exception of a few grammatical errors, the committee agreed that the draft of the Replacement Policy should be accepted. The final policy will be posted on the ITS website and made available for distribution.

5) Single Signon/Consolidated Login
   - Tom suggested that Dave Cossey, Mary and he should meet to put together a proposal for P & P supporting funding for the upgrade to Blackboard Enterprise.
   - The committee indicated that they had enough general information about the services that require a username and password.
   - The committee agreed to table further discussion about single signon/consolidated login until there is a technology solution to be discussed.

6) Liam gave an update on the Content Management System and the new look to the College’s website.
   - Approximately 75% of the administrative departments are currently in the CMS
   - There was extensive discussion about how the “new” site was released to the campus.
   - Liam will provide a more in-depth look at the CMS at the meeting on 4/22/08.

7) New business:
   - Personnel:
     a. Dave announced that Dan Mahar, currently the lead hardware technician, will be moving into the network technician position.
     b. The lead hardware technician position will be posted as soon as possible.
   - Departmental Purchasing Issues – Mary asked for guidance from the committee members on how to work with departments and faculty who don’t go through ITS for equipment purchases. There have recently been several situations where
faculty have gone to the Bookstore and purchased equipment and then it turned out that the equipment was not configured appropriately or didn’t meet equipment standards in other ways. Additionally, faculty and departments who have purchased equipment on their own often want ITS staff to configure the computers or install software immediately which can be problematic.

a. Committee members suggested that a list of “IT Do’s and Don’ts “ be prepared for department chairs

The meeting was adjourned at 3:05pm.

Reminder: AcCSC website:  http://minerva.union.edu/acsc