Academic Computing Steering Committee (AcCSC)

Minutes of Meetings:
January 28, 2003, 1:30 pm. ITS conference room

Present: Bauman, Cossey, Davis, Keller, Klein, Lesh, Smith

Review of last meeting's minutes

1. House System classrooms. Dave Cossey and ITS staff will meet with Tom McEvoy to discuss IT needs in the new houses.

2. Resource-25. As the R-25 scheduling and calendar system gets closer to implementation, we need to bring together the relevant parties to lay some ground-rules and operating principles. ITS has suggested the following tentative schedule:

   - The hardware and software for the new system are installed and running. Central Scheduling and ITS staff members attended R25 training in November / December. Central Scheduling staff collected data for campus rooms during December.

   - Entry of some basic data into the new R25 system has begun, and the target date for completing the data entry is February 15.

   - During the month of March, the Central Scheduling staff will prepare for the new processes required to use the new system.

   - In April and May, Central Scheduling will begin using the system in a basic way for their "shake down cruise".
• By June, with the benefit of the April/May experience, they’ll be prepared to plan for the next phase of the roll out of this system.

3. **First-year student course selection.** Kimmo R. is working with the web office to put first-year course requests, and other information exchanges with incoming first-years online. Doug suggested that this effort be coordinated with other offices collecting information from incoming students. The Dean of Students' office usually holds a meeting to discuss information needs of various offices. Doug also suggested that this web-collection effort might provide a motive for reviewing the status of departmental web-registrations for card courses, and the whole issue of online registration. Penny and Kimmo will be invited to a meeting later in the term. [Date tentatively set for Feb. 25.]

4. **Web archiving.** Doug, Tom M., and Diane will meet to review our progress and our plans for web archiving, prior to Diane's visit to Middlebury and the CET headquarters. In brief, so far we have:

• Held an organizational conference

• [Created a web site]

• Done one pilot web back-up (copying files onto archival CDs)

• Sent representatives to the ECURE conference in Arizona in Oct.

• Produced several position papers (one from Skidmore, one from Union)

• Installed a version of the MIT archiving system, D-Space (at Hamilton)

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No meeting Feb. 4;  
Next meeting: Feb. 11, 2003, 1:30 PM, ITS conference room