Minutes of Meeting:

Academic Computing Steering Committee
Meeting Minutes
March 5, 2007

Location: ITS Conference Room

Meeting called to order at 1:08 p.m.

Present – Valerie Barr, Dave Cossey, Felmon Davis, Jim Feck, Kristin Fox, Diane Keller, Doug Klein, and Scott Perotta.

1. Minutes from the last meeting were unanimously approved.
2. Report on the 2nd Annual Faculty Multimedia Fair – A short 5 minute video featuring the faculty participants and their projects was shown. It is viewable as a podcast at http://curriculum.union.edu/podcast_fair_07/podcast.xml. Next year ITS will consider scheduling the event either in mid-January or early April.
3. Open position at ITS – Advertising has begun for a Web System Administrator. In the interim, the College Web Server and the Blackboard server will be in maintenance mode.
4. ITS Open Sessions – ITS has been running 4 or 5 Open Sessions per month for anyone to come and ask questions they may have on using computers. Three to four people have come per session.
5. Recording Industry Association of America (RIAA) is changing the way they deal with students who are trafficking in illegal downloads. D. Cossey sent and email key College officials to alert that the College would be receiving a letter from the RIAA notifying the College of the change and explaining the College’s current policies in regard to file-sharing and peer-to-peer applications. A questions arose as to how students would be notified. One suggestion was an article in the Concordensis. Valerie Barr mentioned being contacted by the Science and Technology Editor for the Concordy looking for relevant articles. She will forward the email to all committee members.
6. CALEA – Followup on outside speakers in progress.
7. Disaster Recovery and Business Continuity Plan – A consultant has been retained to develop a plan to help the College efficiently recover from a disaster. A questionnaire will be sent to administrators, deans, and selected faculty asking them to assess the impact of a disaster that has lost the past 24 hours of data and will cause the network and the servers to be down for an unknown length of time. The consultant will summarize the impacts and generate a report of the College’s critical needs to recover.
8. Faculty Survey – A subset of the committee will meet later in March to
work on developing a faculty survey.

9. There was discussion concerning a status report on the work of the committee.

10. D. Cossey has completed the updating the AcScc web (http://minerva.union.edu/cosseyd/accsc). At some point it will be moved to a more permanent location.

11. Discussion of issues from the petition - Felmon Davis will coordinate writing a status report.

12. Strategic Plan – The Committee can help determine how ITS would support the goals of the Plan and be an advocate for ITS.

13. The next regular meeting will be scheduled for the second week of next term. Members of the committee were asked to send times during the Spring 2007 term when they WOULD NOT be available to meet. These will be used to schedule meetings for the Spring 2007 term.

14. Meeting adjourned at 2 p.m.

Handouts:

- Minutes from 2/19/07 meeting
- RIAA materials (2 handouts)
- Ad for open position at ITS

Next meeting: Second week of Spring 2007 term