Minutes of Meetings:
October 10, 2005, 1pm, ITS conference room
Present: Barr, Cossey, Keller, Klein, McFadden
Absent: Davis, Feck, Lesh

Review of last meeting's minutes

1. Web office announcements. Jim Feck asked that the following announcements be made.

1a. ITS and the Web Office are working on replacement Web server specs and will be moving platforms at the earliest opportunity. The new system will replace Chet, and be windows-based. It will probably consist of four new servers. The two offices are currently determining the cost of the project, and how the cost will be allocated.

1b. The Web Policy Board will be meeting to discuss site redesign and CMS (Content Management System) implementation (for which we have finally received funding).

1c. The web site audit is just about complete, and the Web Office will be working to identify and communicate with the owners of all content stored on the College's main webserver this year in conjunction with the redesign and CMS implementation. This means that pretty much every page, news item, etc. will be verified, updated or eliminated if outdated/irrelevant.

We noted that the issue of keeping web pages current is an ongoing issue, but is essential in presenting the College to its external audiences. We need to make sure that departments have the people and/or the
training to keep their pages current. These issues will be taken up by the Web Policy Board.

2. Faculty bibliography group. Therese McCarty has asked that the College devise a method for obtaining and publicizing faculty scholarly activities. In the 1980s and early 90s, Ingrida Damberg from Schaffer Library compiled a printed Faculty Bibliography. Doug and Annette LeClair are heading a group charged with creating a web-based bibliography. This could produce an annual printed report for archival purposes, and could also be used to drive up-to-date faculty biography web pages that Departments could use to keep their information current. Diane pointed out that the Curricular Support office maintains a similar database called IT Profiles, showing how faculty are using IT in their teaching.

3. Review of agenda items. The following items were distributed earlier as possible topics for the Committee to take up this year, along with preliminary discussion.

3a. Computer privacy. We basically completed this policy last Spring.

3b. Computer literacy. Doug distributed by email a link to the [New Media Consortium’s report on technical literacy](http://www.nmc.org/report/technicalliteracy). He also reminded the Committee of the [2000 working group at Union](http://www.union.edu/library/working/groups/education/tech_lit/), and noted that there is mention in the [Plan for Union](http://www.union.edu/library/working/groups/education/tech_lit/) of establishing such a standard for the College. Tom noted that definitions were crucial; what we probably meant here was “information competency”. Diane noted that Middle States has published a booklet on this issue: “[Developing Research & Communication Skills: Guidelines for Information Literacy in the Curriculum](http://www.middlesates.org/developing_skills/),” and takes the matter very seriously. She will circulate more information. Tom will also circulate materials he has developed.

3c. Strategic planning for IT. Mary Parlett-Sweeney will join us at our next meeting on Thursday, October 27 at 1pm to discuss the strategic planning project she undertook as part of her participation in this year’s [Frye Leadership Institute](http://www.fryeleadership.org/).
3d. Budget recommendations. Dave Cossey will present a draft of the ITS budget request to the Academic Deans on Thursday, Oct. 13. Because of the presidential search, P&P deliberations will be pretty much compressed into the month of October. One major issue is when and if the College will be required to comply with CALEA, the Communications Assistance for Law Enforcement Act. This will probably require additional staff.

3e. Electronic classrooms. There is a pressing need for additional electronic classrooms, but no funding. This year, Psychology has offered to use some of its C-budget to electrify a Baily classroom. Doug suggested that this should not be a Department’s responsibility, but Dave pointed out that it was the only way it would get done this year. We will use this at P&P as further evidence for the need for increased support for new and existing electronic classrooms. The total cost of the Baily project will be about $15K.

3f. Administrative computing developments. Several of these developments are covered in the reports (below) given by Dave and Diane. In addition, the new BiTech finance system is up and running, and this paves the way for re-engineering some of the College’s historical business practices. The Administrative Computing Steering Committee will be taking these issues up in the near future.

3g. Student IT guide. We might consider creating a student IT guide for Union College, following the guidelines suggested by Educause.

4. ITS reports.

4a. Diane Keller reported on the planned migration to a new Idol server (or cluster of servers). In addition to transitioning to windows servers, and Exchange for mail, another key feature will be the installation of network attached storage for faculty, staff and students. This will enable users to access their files from any network-attached computer.
4b. In under five minutes, Dave Cossey gave an ITS Status Report covering 18 areas of activity:

- Electronic classrooms
- Olin computers
- Digital arts lab
- Blackboard courses
- Minerva house seminar rooms
- Online registration
- Wireless network
- Getting first-year students connected
- Classrooms and ITS labs
- Faculty computer upgrades
- Curricular support office
- Departmental labs
- Multimedia lab
- ITS newsletter
- Network equipment replacement
- Donating old computers
- Hardware service calls
- Personnel changes at ITS

5. Agenda for next meeting. We will focus on two areas.

5a. Mary Parlett-Sweeney will be our guest to discuss the Strategic Planning project (3c above)

5b. Tom and Diane will lead a discussion of implementing an Information Competency standard at Union (3b above).

Meeting adjourned at 2:00

Next meeting: Thursday, October 27, 2005, 1pm, ITS conference room.