Academic Computing Steering Committee (AcCSC)

Minutes of Meeting:
November 14, 2006, 11 A.M.    ITS conference room

Present: Scott Perotta, Kristin Fox, Tom McFadden, David Cossey, Daniel Mosquera (for Felmon Davis), Diane Keller, Zoe Oxley, Dwight Wolf, Doug Klein, Jim Feck, Valerie Barr

At the first meeting for the Steering Committee for 2006-2007 much of the meeting was taken up with the presenting of status items and issues that need to be discussed.

The following items were presented:

1. Communications Assistance for Law Enforcement Agencies (CALEA). This act requires institutions to provide law enforcement agencies ability to monitor network remotely. Educause and other agencies are trying to exempt colleges from CALEA compliance. Since compliance rules have not developed by the government,. ITS is following the rulings for this Act to see what it means for Union College.

2. Gramm-Leach-Bliley (GLB) Act. This act deals with the handling of personal financial information. Colleges are now considered financial institutions for handling personal information. For purposes of this act the officer for the College is David Cossey. He is doing training for college staff on the proper handling and disposal of paper and electronic information and equipment.
3. **Public access to computers.** Based on changes to the College’s policy for access to facilities, as of January, authentication will be required on public computers/terminals in the Reamer Center, the Rathskellar, West Dining, College Park Hall and the Library

   a. Terminals in Reamer Campus Center (4), Rathskellar (1), West Dining(2), and College Park Hall (2) will not allow guest access

   b. Public computers in Schaffer Library will allow limited guest access. Guests will have to obtain guest accounts from Library staff

   At the above computers and terminals Union College faculty, staff, students and administrators will be required to use their Union College username and password to gain access.

4. **Wireless network guest access.** Currently guest access to the College’s wireless network requires entering an e-mail address and organization but no authentication is done. This may have to change in the future (due to legal requirements).

5. **Long-range planning for information technology at Union.** Mary Parlett-Sweeney and David Cossey have been meeting with all departments individually. They are collecting information on what people are concerned with now and what is needed/wanted for future for long range planning. They have also compiled data from all comparison schools except two. A first draft of a plan for information technology at Union is expected by December, 2006.

6. **Acceptable Use Policy (revised June, 2006).** Before receiving an account, everyone signs that
they have read and will adhere to the policy. This latest revision was done in conjunction with the College Attorney. The Steering Committee reviewed the draft at the end of last academic year (2005-2006), and comments were sent to the attorney for review, and some changes were made based on the comments. The final version is at http://its.union.edu/documentation/acad/AcceptableUsePolicy.pdf

7. Web Office. A Content Management System that allows users to easily update their own web content in a structured environment has been purchased. Hannon Hill was the chosen vendor because they are big in higher education market and are cross platform. The Web Office will convert some Administrative content first then will open the system to rest of campus gradually department by department. The new server to run this software is being ordered.

8. Budget items for 2007-2008. ITS is requesting funding for the installation of a more powerful emergency generator for the ITS computer room. This will provide emergency power for the air conditioner as well as the many computer servers in the room. Requests also include funding for additional electronic classrooms.

9. Idol replacement and switch to new email system. General discussion of issues was held. Communications between ITS and faculty needs improvement. The advertised open sessions in individual buildings were a step in the right direction and more will be held over the Winter Break. Additional discussion will be the primary focus of the first meeting in January.

10. Campus network upgrades. A major upgrade was completed to the campus network. The
upgrade was phased in over the past 2-3 years. ITS will add wireless access where needed on campus. Outreach was done in Reamer Center during the beginning of the Fall term in order to help students get their notebook computers configured to connect to the campus network.

11. The modem pool. The modem pool has eight (8) modems, and they never seem to be all in use. Primarily used to service faculty and staff, the modem pool will be kept as long as needed.

12. Electronic classrooms. The goal for electronic classrooms has been to convert all classrooms or to saturate demand. In recent meetings with academic departments it has become obvious that there is still the need for more electronic classrooms. The layout of the classrooms needs to be reviewed now that faculty have more experience using these rooms. It was noted that the screens covering the chalk or whiteboards is a problem in some existing rooms.

13. Concerns for Information Technology Related Services at Union. A list of concerns from a group of faculty was presented. The list of items will be addressed in detail at the next meetings of the Academic Computing Steering Committee.

14. Schedules. Everyone at the meeting was asked to send their schedules for the coming Winter 2007 term. Dates and times should be listed when people would not be available for Steering Committee meetings during the Winter term. Based on the schedules received we will send out possible meeting times for next term's meetings. Because of the items that need to be discussed, meetings will probably be held every week or every other week for the Winter term.
**Next meeting:** The date for the next meeting will be decided by e-mail. Members are requested to send to David Cossey their schedule of availability.

**Handouts at meeting:**

1. Agenda
2. [Academic Computing Steering Committee: 2006-2007 Members](http://minerva.union.edu/accsc/Archives/Minutes-2006-11...
3. CALEA information – letter from Educause and “Thinking through the CALEA Exempt/Non-Exempt Issue”
4. “What you should know about the Communications for Law Enforcement Act” – article from “The Greentree Gazette”, May 2006
5. “Planning for Technology: To develop a Long-Range (3-5 years) Plan for Information Technology At Union College, Activities thus far (11-14-2006)”
6. “Policy on Responsible Use of Union College Computing and Network Resources (6-8-2006)
7. [Idol Replacement Project]
8. “Idol replacement plan” Presented at the 1/19/2005 meeting of the Academic Subcouncil meeting
9. “Idol Replacement Timeline”
10. “Concerns for ITS” – from concerned faculty
11. [Summer and Fall Network Upgrades]
12. “ITS Managed Electronic Classrooms, including Minerva Rooms”

Meeting adjourned at 12:30 P.M.

Next meeting: TBD, ITS conference room.