Meeting was called to order at 12:54 pm

In attendance:
- J. Anderson, E. Borkowski, F. Maloy, A. Morris, F. Orellana, D. Snyder

Absent:
- K. George, T. Buma, A. Meyghan "13

1. Review and approval of Minutes from 11/12/2012.
   a. No changes to the Minutes were suggested and the committee moved for, and approved the Minutes.

2. Update on ResNet upgrade
   a. Ellen informed everyone the ResNet upgrade was complete. Students went from 1 mbps to 5 mbps, with better coverage throughout the dorms. It was a busy December but Apogee did it under the time allotted (i.e., a week and a half).

   b. So far, there is not a lot of feedback from students. There were a couple students unhappy because some rooms still had bleed over from the old “union” wireless network. Another student informed ITS that he has four devices, exceeding the three-device limit.

   c. There were a few questions asked by committee members including whether or not a VPN client is needed now and if students need to purchase more bandwidth. The committee was informed that students do not need a VPN client, nor do they need to purchase any additional bandwidth. Students were informed via email that there is a location on the website to sign up for additional bandwidth, if students need more than 5 mbps. An additional question was raised if students can print wirelessly. Ellen is going to check and also see if the printer counts as a device against the three-device limit.

   d. ITS will be reusing networking equipment from dorms to “beef up” wireless coverage in areas known for weak coverage across campus.

   e. The Concordy is working on an article about the upgrade that will likely be published this week.
3. Google Apps for Education (GAFE) Discussion
   a. Review of answers to questions raised during discussion at faculty meeting
      i. The committee reviewed the document of answers to the questions raised
during the discussion at the faculty meeting. No changes to the document
were suggested.

   b. Review of GAFE recommendation document to Senior Staff
      i. The committee reviewed the recommendation document to Senior Staff.
The committee suggested adding the point that Union College students are
already in a Google Apps for Education environment under the Executive
Summary and within the Recommendation section. Ellen agreed and is
adding it to the document.

4. Review of Policies
   a. The committee reviewed the LMS Course Retention Policy and requested
additional language that explains how to restore a backup to a Nexus course.
Denise is making the change and will present the document for approval at an
upcoming LCACT meeting.

   b. The committee also reviewed the Electronic Classroom Scheduling Policy and
suggested the title of the policy be changed from “Electronic Classrooms
Scheduling Policy” to something that more accurately describes what the policy is
trying to address—the Electronic Classroom “special event” support needs. In
addition, language that explicitly addresses the exclusion of review sessions to the
definition of “special event” or the inclusion of review sessions into the
definition of “regular academic activities” was requested. Denise will make those
changes and present the document for approval at an upcoming LCACT meeting.

5. Feedback and Advice on Creating a Learning Commons in Schaffer Library
   a. The committee was asked to share thoughts on the concept of a “Learning
Commons” within Schaffer Library, as well as suggestions for outreach to faculty
for feedback. The concept was further defined to the committee as a space where
Union could functionally and spatially integrate Library, ITS, and possible other
academic support services in one location. Possible components could include
computer workstation clusters, student service desks, and collaborative learning
spaces, amongst other considerations. The committee was enthusiastic about the
idea and made suggestions ranging from considering large format scanners, a
food/coffee station, collaborative learning spaces, and the importance of having
“top of the line” workstations. An idea about assigning group projects to students
where they utilize library resources was also highlighted. With regards to getting
feedback from faculty, the general consensus was to reach out to department chairs first, as well as possibly pitching the idea at an upcoming faculty meeting.

6. New Business
   a. No new business was discussed.

The meeting was adjourned at 1:58 p.m.

Reminder: LCACT website:
https://its.union.edu/about-its-committee-academic-computing-and-technology