Meeting was called to order at 12:55 pm

In attendance:

Absent:
- K. George, A. Meyghani ’13, A. Morris

1. Review of Minutes from 2/11/2013
   a. Two requests were made to revise the minutes to include that the committee was informed that an announcement would be sent out the week of Feb.11 to faculty and staff about the migration from the current Microsoft environment to a Google Apps for Education and to include further clarification of what ITS supports in terms of primary office computer replacement in the “New Business” section of the minutes.

2. Feedback on System Maintenance Windows
   a. The liaison committee was asked to consider the best times to schedule preset maintenance windows so that the outages impose as little disruption as possible in terms of when students and faculty are most likely to use these systems (e.g., Nexus, Web Advisor, e-mail). The committee stressed that enterprise systems need to be online by the time classes start and that classes are usually over by 5 p.m. The committee felt that Friday would generally be a good day for this, but noted that sometimes assignments are due on Saturday mornings/afternoons. The committee recommended ITS schedule the regular maintenance window early on Friday mornings, between 5 a.m.-7 a.m.

3. Data Storage Needs
   a. The committee had a discussion around data storage needs. ITS is aware of the fact that some faculty store data on external drives. ITS does have file servers, but they are not designed for big data set storage. ITS would like to get a better sense of what is needed, knowing that a centralized storage solution will need to be expandable.

   b. Members of the committee asked for some clarifications around how “data” is being defined for this conversation. Big data can be anything – huge CAD drawings, tomes of texts, research notes, or even molecular dynamics trajectory text files.

   c. ITS requested that faculty on the committee ask colleagues about any anticipated need for centralized storage for large research or course data.
4. Update on IT Security Efforts – Data Classification Policy
   a. A final draft of the data classification policy for Union has been completed and has been reviewed by a Gartner analyst. The overarching recommendation was to change from three (3) levels of classification to two (2) levels. ITS will be redrafting the policy and discussing this approach with the other NY6 institutions who are working together on ITS security policies.

5. New Business
   a. Our next meeting is four weeks from today.
   b. For next term, the committee will keep Mondays during the Common Hour as its regular meeting time.
   c. ITS is currently working out details for the transition to Google. When those details are solidified, the department will be highly communicative with those details to faculty and staff. It was also decided that students will be moved into the @union.edu Google Apps space.

The meeting was adjourned at 1:30 p.m.

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