Meeting was called to order at 1:00 p.m.

In attendance:

Absent:
- K. George, F. Orellana

1. Review and Approval of Minutes from 2/11/2013 & 2/25/2013

2. VPN Policy – adding limits to types of use
   a. ITS is detecting that some VPN connections are using BitTorrent—one case cited more than ten connections at a time. This type of activity affects network performance, resulting in slower response times for end users. Ellen asked for feedback on setting policy to block usage of BitTorrent on VPN connections.
   b. Feedback resulted in the following recommendations to investigate:
      i. Look into whether ITS can cap the connection speeds for VPN connections
      ii. Alternatively, block all BitTorrent traffic up-front and then review request for use of BitTorrent on a case-by-case basis.
      iii. Increase education around usage of VPN: recommend/remind users to log off VPN at home when done. For example, when using VPN at home, other family members may get on the computer for personal/non-Union College related activities, not knowing they are still connected to Union College’s internal network through VPN.

3. Positive variance request
   a. At a recent Purchasing & Planning (P&P) meeting, an inquiry was made about finding ways to help empower Union College faculty to explore/experiment with emerging technologies and active, participatory learning strategies, like blended learning. As a response to this request, ITS is working on a proposal to P&P to support this idea through two avenues: funds that would be made available annually within IEF grants and a space to create digital materials. Through some current efforts to move equipment and ITS staff around, the office space that currently houses Media Service on the second floor of the Schaffer Library will be available to create an enhanced Faculty Computer Resource Center (FCRC). This enhanced space on the second floor of the library would replace the current
FCRC in Steinmetz Hall and aims to be a place where a faculty member can go and experiment with emerging technology (as well as “not-so-new” technology, that may simply be new that particular faculty member) and work with Learning Technologies staff to better understand how to create digital materials/content and/or learning experiences for their students. This new, enhanced FCRC aims to facilitate and streamline activities like soundproof production/recording, evaluating/testing new technologies and teaching methodologies, web conferencing, digitizing analog materials, and more. The committee members were supportive of the idea but mentioned they wouldn’t want the space reserved exclusively for faculty usage, nor did they want “faculty” in the title for the space. ITS will create the proposal for P&P for the liaison members to review in the next meeting.

4. Feedback from committee on data storage needs
   a. ITS is trying to get a sense of data storage needs, so it can purchase the right infrastructure. There was only a little feedback from the committee on data storage needs. It was mentioned that film studies might be interested in terms of preservation purposes. The members are going back to their respective departments to retrieve more feedback for the next meeting.

5. New Business
   a. ITS is sending out an announcement next week to faculty and staff with more details about the upcoming transition to Google.

The meeting was adjourned at 1:40 p.m.

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