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

In attendance:

Absent:
- K. George, A. Meyghani ’13

1. Review and Approval of Minutes from 2/25/2013 & 4/8/2013

2. VPN Policy – follow up
   a. After researching the recommendations the Liaison Committee offered the previous week, ITS confirmed Bit Torrent speeds can’t be capped or blocked selectively up-front. Therefore, ITS will pursue the other recommendation of increasing education around usage of VPN and simply monitor for issues with performance.

3. “Supporting faculty explorations of existing or emerging technologies” Proposal
   a. ITS reviewed its draft proposal with the liaison committee to request positive variance funds to encourage faculty efforts to explore the use of existing or emerging technologies in support of their teaching–important objectives outlined in the Union College strategic plan. The proposal includes an idea to build a “Digital Studio” for faculty on the second floor of the library that will consist of four (4) spaces - two videoconferencing/audio recording rooms, one resource room and one production studio. In addition, money is being requested to supplement the IEF grant program to fund faculty proposals in this specific area.

   b. The committee responded they fully support the proposal. They suggested ITS retrieve a log of the faculty utilizing the current FCRC and reach out to them to let them know our plans.

4. Acceptable Use Policy (in Staff, Administrator, Faculty manual)
   a. Human Resources is updating the staff manual and is requesting changes to the current Acceptable Use Policy. They are broadening the coverage of the policy from “Computing and Network Resources” to “Information Technology Resources” and making some explicit statements around what information is the “property of the College”. There is an exception in the policy for materials covered in the College’s Intellectual Property.
b. The committee provided some useful feedback and reactions to the draft wording provided. In particular, there were concerns about the use of the phrase “property of the College” when referring to the data stored on College-owned equipment. The wording needs to be nuanced around "property"–perhaps something like the college owns the right to search–not simply that the college owns the data. Examples of materials from the Library that are “leased” were brought up and questioned in terms of this phrasing. It was also suggested that the Intellectual Property exception be stated first. The committee noted that the language around discrimination should be clearer on the top of page 2. Finally, under the “Security and privacy” section, add a statement that one’s email might be subject to search on a Union College owned device, but that there is an appropriate order and set of circumstances under which ITS would need to follow to produce those resources.

5. Feedback on Multimedia Lab & FCRC use
   a. With a plan to move equipment from the Multimedia Lab to the Learning Commons and equipment from the FCRC to the “Digital Studio,” the committee was asked for feedback to make sure nothing gets overlooked in this move. As stated above, the committee recommends we get usage reports by week to see how often people are using these rooms, especially after 2 a.m. when the library closes.

6. Feedback from Committee on Data Storage Needs
   a. All the feedback received indicates that faculty use external hard drives to handle their data storage needs. No one has indicated they have a need for centralized, big data storage at the moment. Ellen requests that if any member of the liaison committee hears anything different or discovers a need for centralized, large data storage, to please direct those individuals to her.

7. New Business
   a. ITS sent out the announcement last week to faculty and staff with more details about the upcoming transition to Google and the need to reconcile accounts if you use your @union.edu email address with a personal Google account. The feedback received has been positive and good questions were raised. Some faculty noted they will not need their personal Google accounts once the Union College one is activated. There will be a separate note sent out to students that the plan is to transfer them in July from GarnetMail. The student members of the committee confirmed the suspicion that most students should/will know what to do. ITS will continue to ask this committee for feedback as details of the transition get formalized.

The meeting was adjourned at 1:48 p.m.
Reminder: LCACT website:
https://its.union.edu/about-its/committee-academic-computing-and-technology