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

In attendance:
- J. Anderson, T. Buma, E. Borkowski, S. Gupta ’15, F. Maloy, A. Morris, D. Snyder

Absent:
- K. George, A. Meyghani ’13, F. Orellana

1. Review and Approval of Minutes from 5/20/2013

2. “Thank you” to Andy Morris and Amin Meyghani

3. Feedback on whether or not to standardize on statistics tools:
   a. Janet provided feedback from her survey that showed about equal amounts of faculty using these tools (e.g., STATA, JMP, SPSS). She indicated there was a lot of interest in JMP if ITS were to acquire the site license for that product. It was suggested that we may want to consider supporting on one or two statistics products, but it was noted that faculty have strong feelings about these tools and that different programs standardize on different tools. Ellen noted that it while ITS probably can't standardize on one statistics tool, it is good to know there is more interest in JMP.

4. Update on handling malware sites & sites associated with phishing scams
   a. Ellen was not able to get example sites, as they change daily. However, it was noted that these sites are not necessarily ones that contain viruses, but rather aim to take over machines to send out potentially hostile or malicious programs without being detected. If they can disguise themselves as something trustworthy, users may willfully install it without realizing it. There is an ITS security page at <http://its.union.edu/help-desk/information-security-union> where people can read more about phishing scams and malware sites.
   b. The committee reviewed the wording for a potential intermediary website that would be displayed to a user. It was pointed out by the committee that the word “monitor” jumps out as alarming and that is not really representative of what ITS is doing. It is suggested to change the wording to provide a little more detail and context behind the message prompt. For example, “Please note that all activity is being monitored for malware, and that this site has been identified as a potentially malicious site.”
c. Blocking: ITS will block sites that are phishing for information and are identified as a phishing scam. In those cases, it is important ITS blocks people from going and entering information that could potentially end up harming themself and/or the institution.

5. Google Apps for Education Migration

a. Update: This week there was a lot of communication sent to the campus community, including a reminder to change passwords, as well as suggestions/tips for organization and preparation for migration. The Union College “Going Google” site at http://www.union.edu/goinggoogle/ is being updated with more content and videos. Students received a message last week that they are moving to an @union.edu Gmail domain. There was a note about the switch in the Concordy and ITS had one inquiry from a student about how long student e-mail accounts remain active after graduation.

b. Feedback on turning on “Additional Services”: The plan is to examine and potentially enable a few non-core Google services a week after rollout, so ITS can fully support core services during the first few days after the migration.

6. New Business

a. Media Services and Electronic Classroom Technology support are merging into one cohesive functional unit called “Learning Environments” over the summer. In addition, there is an issue with the current 2442 campus extension for electronic classroom support. When callers preface the extension with the digits “388”, the caller is sent to an exchange outside of Union College. As a result, we are investigating a new extension that will dial to an internal exchange for emergency electronic classroom support. Faculty expressed that they’d prefer the new electronic classroom support hotline and the password for the touch panels within electronic classrooms be the same four-digit number. They also requested more regular communication about any planned or completed technology upgrades within electronic classrooms.

b. We are hoping to hear soon from the P&P Committee about our funding request to create a Digital Studio on the second floor of the Library this summer.

c. The Teagle Foundation Board has approved the NY6 proposal for a Blended Learning Project.

The meeting was adjourned at 1:50 p.m.

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