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

In attendance:
- J. Anderson, T. Buma, E. Borkowski, F. Orellana, S. Sargent, D. Snyder

Absent:
- K. George, F. Maloy


2. Selection of Faculty Co-Chair
   a. Steve Sargent volunteered to serve as co-chair for fall term and Janet Anderson has volunteered to serve for winter and/or spring term.

3. Inclusion of representation from Web Communications on committee
   a. The current charter for the Liaison Committee for Academic Computing calls for representation from the "web resources group" from the Communications Office. Due to personnel changes and a change in leadership, this group no longer exists and was replaced by the Web Communications group. The Web Communications group focuses on the "public facing" Union Web presence and no longer supports internal activities. This has been taken on by ITS. Ellen spoke to Gail Glover, Sr. Director of Communications & Marketing, and they both agreed this representation from the Communications Office is no longer relevant/needed. The suggestion was made that the Liaison Committee could invite someone from the Communications Office to meetings, as needed. Ellen proposed the removal of this representation on the committee. Members of the committee had no reservations and were in agreement to approach the FEC to update the charter.

4. Update on Digital Studio project
   a. New office space was created on the first floor of Steinmetz Hall and all of ITS is now located there. The former offices of telecom and classroom technology support will be used for swing space to accommodate displacement caused by the upcoming Humanities renovation. The office space that Media Services used to occupy was transformed into a "Digital Studio".

   b. The Digital Studio’s physical space is coming together. The walls are up and painted, including a green wall for the production studio. The isolation booth where audio can be recorded has been installed. Furniture has arrived for all the rooms. Not all the equipment for the production studio has been ordered yet – the goal is to
pull together a user group that can advise us on needs. The Liaison Committee supports the idea of a Digital Studio user group. The “FCRC” portion of the space will be open for Fall term. A "hard launch" for the entire space is targeted for the beginning of winter term 2014.

c. The additional grant funding for the IEF grant process is in place and a new category, Teaching with Technology, was added to the overall process. Denise Snyder will be involved in reviewing any proposals submitted for this topic.

d. Initial discussions about the Faculty Development Institute have taken place. The goal is to offer the first iteration of this institute in the summer of 2014.

e. Current plans for lecture capture are to have further discussions with interested faculty over the fall with the goal of putting a solution in place starting January 2014 and support faculty using this technology from Winter 2014 through Fall 2014.

5. LMS Course Retention Policy feedback
   a. The current course retention policy is to keep course web sites for five years. Is the expectation that all content is saved, including student interactions? Or is it just content? Ellen has asked Liaison Committee members to go back to their respective divisions and ask for feedback. This feedback will help ITS plan accordingly on how student accounts and data need to be managed.

6. Google Additional Services feedback
   a. Over the summer ITS evaluated how to offer access to the “additional services” not available in the Google’s “core services” currently available to us. Due to the fact that these “additional services” are covered under a consumer terms of service, ITS has been working on an "opt in" alternative option for faculty. This process will educate the faculty member about the differences between these services and what information is protected (or not) under the consumer terms of service. Faculty will have the ability to then request access to these additional services.

   b. It was decided students would not be provided access to these additional services. Because the accounts will disappear after they graduate, any content they create would also get deleted. Also there are concerns about liability.

7. Topics for future meetings
   a. Please update your divisions on these meetings and bring back questions.
   b. Research/computing cluster: There has been a request from an alumnus requesting access—the Liaison Committee needs to talk through a procedure for allowing that.
   c. Things ITS would like feedback on

8. New Business
a. Acceptable Usage policy: There was an inquiry if the changes discussed with the FEC were incorporated into the final version of the Acceptable Use Policy. The suggested changes by the FEC were incorporated into the final and approved version of the policy.

b. Google transition went well. There were some issues with the external trainer who was brought in that were resolved by switching to internal ITS staff. The additional onsite and remote support was very helpful during the transition in July and the fall startup in September. ITS is currently investigating Thunderbird as an alternative mail client.

c. We are still working through the data classification policy. What do we have, where are the documents sitting? What you can/can't put into Google Docs?

d. There was a request to have the committee discuss the upcoming change in licensing for Adobe products. There is concern around how the change to a subscription model will affect campus. This will be discussed at a future meeting as Union College will not need to renew until summer 2014.

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

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