Meeting was called to order at 12:56 pm

In attendance:

- J. Anderson, E. Borkowski, F. Maloy, A. Morris, F. Orellana, T. Buma

Absent:

- K. George

1. Review and approval of Minutes from 9/17/2012 as amended.

2. Google Apps for Education – follow up

   Andy Morris brought up the request made by Andy Feffer to have an IP (Intellectual Property) lawyer take a look at the Google contract. In discussing this request, the committee felt that it would be informative and, if the costs are not too high, we should have this done. Ellen will check on the protocols for doing this. Andy Morris will forward the name of the lawyer recommended by Andy Feffer.

3. Information Classification Section

   Ellen reminded the committee that ITS is beginning to review the IT Security Plan framework that was provided by Michigan Tech. One section of that plan addresses information classification. As the first step in approaching how to address mobile device policy, which was discussed at our September 17th meeting, Ellen provided this section as an overview. Along with this document, Ellen briefly described the Data Classification and Handling Policy, also from Michigan Tech, which will be revised for Union College. This policy has a section on data handling requirements that addresses areas such as virtual environments and data storage. The plan is to add to this section by adding requirements for mobile devices, rather than creating a separate mobile device policy. The committee agreed with this approach.

4. Review of Policies

   a. LMS Course Retention Policy (Updated August 2010)

      Ellen reviewed the LMS Course Retention Policy with the committee. The committee agreed to keep the retention policy at 5 years, which addresses courses that may only be taught every 3 years. The dates in the policy will reflect the “new” start of the five year “clock” as Fall 2012, since this is the first term Nexus is being used for all activity on campus. Ellen will check into how “archiving” is handled in Nexus and will check to see
what documentation already exists online for helping faculty archive courses. In addition, it was suggested that the “exception” for holding a course for more than 5 years but less that 10 years be removed with a more general statement about exceptions being handled by the Director on a case-by-case basis.

b. Faculty Laptop Policy (Updated January 2005)
This policy was last updated in 2005. Ellen suggested that the full Introduction section be removed as it was relevant for 2005, but not for today. The committee asked for clarification on item 7 of the updated policy, which is not clear about what situation this item addresses. Ellen will check on the inclusion of a monitor, keyboard and, mouse item in terms of whether it is included in the $2000 amount. If not, it is recommended we include some type of dollar limit. ITS now provides external hard drives for backing up data – this should be included in the policy. There was also a question of whether there is an equivalent desktop computer policy. If so, ITS should look at integrating the laptop policy with the desktop policy.

5. New Business
No new business discussed.

The meeting was adjourned at 1:45 pm.

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