Meeting was called to order at 12:55 p.m.

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

Absent:
- K. George, F. Orellana

1. Review of Minutes from 9/23/2013
   a. Two small changes were requested:
      i. remove "co-located" out of 4a; change to: "all of ITS is now located there."
      ii. 7b: change "alumni" to "an alumnus".

2. Updates
   a. Student Representation: We hopefully should have our new student representative by our next meeting. Ellen has been in contact with the Student Forum President. Due to a hard drive failure on one of their computers last spring, they are rerunning the process to get volunteers for the LCACT.
   b. Charter Changes: The committee will hear more about process to change the LCACT charter after the next FEC meeting is held.
   c. ITS Open House: ITS is hosting an open house on October 25, 2013. ITS’ first open house was during the spring 2012. An invitation to the Union College campus will go out on Oct. 10th, inviting campus to stop by anytime on October 25th. Short presentations on a variety of topics are also being held throughout the day. The committee members were asked to inform their respective colleagues about the event and to lookout for the invitation.

3. LMS Course Retention Policy feedback
   a. ITS is reexamining the course retention policy, as it appears retaining student accounts for five years was the underlying cause for many of the class enrollment enrollments glitches experienced during fall startup. Those issues have been fixed. However, in order to ensure these problems do not occur in the future, ITS ideally should synchronize deleting students’ Nexus accounts at the same time their e-mail accounts are deleted for students (i.e., upon graduation). Is the current expectation that ITS retains the ability for faculty to solely access course content (e.g., syllabus, slides, etc.) for five years, or are faculty also expecting to access student data/interactions?
   b. There was no feedback from the LCACT members this week on this question.
c. The faculty on the committee requested that ITS provide a list of things that “go away” when student accounts are deleted from a course and from the Nexus system entirely. After testing the removal of some students’ accounts from courses/Nexus, Denise will send that list to the committee, as well as directions on how to backup/restore course and export the Nexus gradebook. In addition, it was mentioned that faculty should be made aware that they have to export their gradebook(s) prior to the deletion of students’ accounts.

4. Decision on supporting Thunderbird as alternative mail client
   a. ITS is unable to support every single mail client. The MS exchange accounts are being deleted, but the Mac Mail client and MS Outlook client are still available to access Google mail. For MS Outlook clients on Windows, there is an extra sync module you have to install. The slowness of the sync issue has been resolved.
   b. After the committee examined the handout comparing MS Outlook to Thunderbird, the recommendation is to not officially support Thunderbird. There wasn't enough functionality given with Thunderbird to add it on as another ITS supported mail client. People can use it, but the ITS Help Desk will not be versed in supporting this client and will not be able to answer questions.
   c. The mail clients ITS will officially support are MS Outlook and Mac Mail, however, ITS recommends using the Chrome browser as it supports Google’s feature set more fully. Entourage is no longer supported because Microsoft has ended support. Documentation about supported mail clients currently resides in the Going Google site and will be migrated to the ITS documentation page.

5. Handling external requests for IBM Intelligent Cluster resources
   a. Over the summer, ITS received a request from an Alumnus from UPenn, who recently read about Union College’s IBM Intelligent Cluster. He is always looking for other computer resources and wanted to know if he could use it. The main concern of the committee is setting a precedent for outside use without a Union “sponsor” (e.g., research project with a current faculty member) and then the computing resources won’t be available for (or have a negative impact on) those that want to use the Cluster locally. It was noted that there is a small research group at UPenn and payment is required to use the cluster located on that campus. It is not clear that Union can charge, as part of the conditions of receiving the IBM Intelligent Cluster gift was to not charge for its use. The consensus of the committee was that for now, the answer to the request is no. A proper process must be in place to vet requests and set up parameters for non-current members use that can be staffed and administered.

6. New Business
   a. Google Apps Additional Services: Is there a timeline of turning on the additional services?
i. ITS has figured out a way to turn on the additional services only for faculty who want to join. A message will be given so faculty can clearly understand the implications of joining and how they will be subject to the consumer terms of service before clicking “I Agree”. A small pilot group is currently set to begin testing in the next couple of weeks.

b. Memo that got emailed to the Academics listserv about Google:

i. The memo is still in signature collection phase. However, more than 10% of faculty have signed the memo so it can go to the FEC.

c. Starting to look at mobile devices and apps

i. ITS will seek advice from this committee in the near future

d. New Adobe subscription model (monthly fee)

i. The committee will take a look at this new subscription model during the winter. There are different levels and we will need to see what we can afford campus wide. Adobe Acrobat Pro is used more widely and the Creative Suite is probably a smaller footprint. ITS could create a survey to gather data on who is using what Adobe software.

The meeting was adjourned at 1:36 p.m.

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