Meeting was called to order at 12:55 pm

In attendance:

Absent:
- F. Orellana, T. McFadden, J. Dulmaa ’13

1. Review and approval of Minutes from 10/04/2011

2. Review of Acceptable Use Policy
   The committee reviewed the text of the policy. While it is commonly referred to as the “Acceptable Use Policy” the proper name for the policy is “Policy on Responsible Use of Union College Computing and Network Resources”. Ellen proposed that the policy be re-titled “Policy on Acceptable Use of Union College Computing and Network Resources” in order to be clear about which policy is being referred to. The committee agreed with that suggestion.

   Committee members asked if there had been instances of computing or network abuse. Mary gave a brief overview of the few instances that have occurred in the past several years. Examples include: RIAA/MPAA complaints which turned out to be for the Union College in Lincoln NE, students running file sharing servers, and wireless routers improperly serving up IP addresses.

   After review, there were no further modifications to the policy suggested.

3. Review of Listserv Policy
   Ellen discussed some of the reasons for reviewing the Listserv Policy. These include:
   - Moving to new listserv software that has increased functionality
   - Requests for lists with non-Union members (i.e. non-Union email addresses)

   The committee reviewed the text of the policy. The following suggestions were made:
   1. It should be possible for lists to have non-Union membership but anyone affiliated with Union College should be required to use their @union.edu or @garnet.union.edu email address.
   2. The list owner of any list, including ones that have non-Union membership, must be affiliated with Union College.
3. There should be a reference to the *Acceptable Use Policy* in the policy.

4. It might make sense to consider limitations on the membership size although this may be dictated by the listserv software.

Ellen will redraft the policy and send it back to the committee for review.

4. New Business

- Analysis of Infrastructure – Ellen gave a brief overview of the WTC analysis of the network infrastructure that had been done in the spring and presented to senior staff in June. Based upon that information, ITS is developing a 5 year funding request for improvements to the wired and wireless infrastructure as well as developing the required infrastructure for VOIP. Additionally, options to eliminate single points of failure in the campus network and add redundancy/resiliency will be included in the request. Ellen will be presenting the proposal to senior staff and P & P during the week of October 31st.

- Use of IBM Intelligent Cluster – The need to develop a procedure for requesting use of the cluster was discussed by the committee. ITS has received a request from a student (through their advisor) to use the cluster for research related to their senior thesis. In this particular situation the advisor has the technical skills to work with the student on developing software to utilize the cluster but that may not always be true. Discussion about how the cluster might be used led to thoughts and ideas which could be used to develop a request procedure. These include:
  - Having an initial consultation with ITS to clearly identify scope of the project
  - For student research – making sure that the faculty advisor is involved in the request and the initial consultation.
  - Student work should be related to a research project or thesis; it is unlikely that students would use the cluster for general coursework.
  - Having a “tuning process” that will help fully identify needs such as number of processors required, amount of time needed, specialty software
  - Making sure that the allocation/prioritization process can be articulated since not all users will get the same number of hours or processors for their project.

Based on this feedback, Mary and Ellen will work on developing a request process for use of the cluster.

The meeting was adjourned at 1:55 pm

Reminder: LCACT website: [http://minerva.union.edu/accsc](http://minerva.union.edu/accsc)