Meeting was called to order at 12:55 pm

In attendance:
- J. Anderson, E. Borkowski, T. Finn ’12, K. George, F. Orellana

Absent:
- G. Golderman (proxy for T. McFadden), A. Morris, A. Ramasubramanian, T. McFadden, A. Meyghani ’13, J. Dulmaa ’13

1. Review and approval of Minutes from 2/27/2012

2. Update on search for Director of Learning Technologies
   Ellen informed the group that there were 80 resumes received for the position. The search committee has selected 7 individuals who will participate in telephone interviews. Three candidates will be selected to come to campus. Members of the liaison committee volunteered to help meeting with candidates. Ellen mentioned she might ask the candidates to make presentations.

3. ITS Communications Committee
   Ellen provided information on a new committee she has formed in ITS. Based on some presentations she attended during an online conference, Ellen put together a communications team in ITS. The group is initially focused on planning an open house on May 4th to introduce the new ITS Help Desk (all campus is now supported through one help desk) and “reintroduce” ITS. Long term, the committee will be focused on identifying how to best communicate to the various constituents on campus. One suggestion for students was to just text them, but there was a concern expressed about the cost burden put on the students if they do not have text plans.

4. Nexus Transition Update
   All courses are now teaching using Nexus. The spaces that remain on Blackboard are “administrative spaces” – those being used by committees or departments. Email will be going out in the next couple of weeks to those who own administrative spaces to provide details on how we will transition those spaces to Nexus. Ellen asked the faculty about the best timing for email messages that will remind the about the shutting down of Blackboard and provide information on how to save content. They suggested a message at mid-term and a follow up right after graduation would be best.
5. Security of Mobile Devices
In response to the IT Security Awareness Report, ITS is beginning to look at how to secure mobile devices. One ability ITS currently has is a setting on the Exchange server that can be turned on which will require a user with a mobile device to have a PIN code set on their device before they are allowed to read their email. This will require ITS to do some awareness training and documentation will need to be developed before this could be turned on. Ellen asked for feedback from the committee members on best time to roll out. Some suggested rolling this out in the summer, but Ellen expressed concern about people not being on campus when this happens and getting a lot of phone calls and frustrated users. Fernando asked what happens if you forward your email to Gmail. Ellen wasn’t sure so she will check and bring an answer back to the next meeting. ITS currently has online instructions for how to set up email access on your mobile device – it was suggested that ITS add instructions on how to set up a PIN code in that same documentation. It was also suggested that ITS incorporate the “do’s and don’t’s” of what to include in e-mail messages during the security training sessions. Ellen asked if students would need this type of training – John indicated that students know how to lock their phones but may not be aware that you can do the same on your iPad and on your desktop computer.

6. FERPA Awareness Training
Ellen attended some sessions about FERPA at a recent conference and learned that some schools require all faculty and staff to go through FERPA training before gaining access to online systems that contain FERPA-protected information. She is currently discussing training for faculty with the Registrar and legal counsel. She asked for feedback on the idea of having an online training module with a quick quiz at the end that faculty would take. Faculty present indicated this would be a good idea. They also suggested that there be a reference added in the Faculty Manual about FERPA and provide a pointer to a website that would have current information. That way the Faculty Manual does not need to be updated every time there is a change to FERPA regulation.

7. New Business
• No new business was discussed.

The meeting was adjourned at 1:30 pm

Reminder: LCACT website:  http://minerva.union.edu/accsc