Liaison Committee on Academic Computing and Technology
Meeting Minutes
April 7, 2014

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

In attendance:
• T. Buma, E. Borkowski, S. Gupta ’15, F. Maloy, S. Sargent, D. Snyder

Absent:
• J. Anderson, F. Orellana, K. George

1. Review and approval of Minutes from 3/3/2014
   a. Ellen was asked to briefly review the “Data Classification Report and next steps”
      discussion. There was a question raised about how Union College compares to our NY6
      peer institutions in terms of risk. Ellen explained the data classification audit is being
      done as a consortium with the NY6 schools, and that Hamilton College is the only other
      school completed besides Union College. The draft of the report puts Union at “high
      risk” and confirms the need and rationale for developing a data classification policy.

   b. The minutes for 3/3/2014 were approved.

2. Pay for Print
   a. Ellen provided background for this topic. Pay for Print services are provided via a
      contract being managed by the Copy Center. ITS and the Library have requested new
      functionality be added for wireless printing. This new functionality will allow students to
      send print jobs from wherever they are and then swing by any of the pay for print stations
      and print out their work. To be able to offer this new functionality, a proposal is being
      considered to raise the per page cost from 5 cents to 8 cents. Comparison data reveals
      that Union College charges less per page than many other peer institutions. Ellen asked
      the committee to give a faculty/student perspective on the proposed idea.

   b. Shushane brought to the Committee’s attention that there was a student Facebook petition
      last year to make printing free, as students feel they pay enough already. If the cost of
      printing is raised, students won’t be happy. He added that wireless “pay for print” as a
      service would likely be popular with students, as having to go to a lab computer to print
      is inconvenient and students often have trouble opening documents. Many students do
      have printers in their dorms (but not all).

   c. Discussion amongst the committee resulted in other possible strategies to consider such
      as providing a quota of free printing and then charging after the quota. There was
agreement that a process needs to be in place to deter abuse of printing resources. The committee would like to see more comparative data on “pay for print” from other schools, including whether or not they offer wireless “pay for print” as a service. A suggestion was made to invite the Paul Debiase, Manager of the Copier Center, and Timothy Porter, Manager of the Bookstore, to come to the next LCACT meeting to discuss the proposal and answer questions.

3. Google Additional Services Apps

a. LCACT voted via email before the meeting that ITS would vet requests for Google Additional Services this term (instead of having the Committee review each request that came in). At the last meeting of the spring term, the Committee plans to review the list of approved Google Additional Services, what in that list is being used, and determine what policy or procedure should be in place for reviewing/approving these types of requests in the future.

b. There are three requests ITS recently reviewed and approved: Google Voice, Google Wallet and Google Webmaster Tools. Faculty requested these services to support communication needs within the International Program this term, to purchase additional storage space beyond the default 30 GB, and to diagnose “crawl errors” (i.e., links that return error codes) within Google Sites, respectively. These Google Additional Services are not available for students, just the faculty and staff who choose to opt in.

4. Password Policy

a. As a result of merging the two active directory domains this summer, the ITS password policy must be updated to one standard policy. Currently, the administrative and academic domains each have different password policies. ITS needs to understand what faculty needs are so the right standard password policy is implemented. One idea is to have longer, 14 character passwords that would only have to be changed once a year. The alternative option is to have shorter, 10 character passwords that would need to be changed every four months.

b. In the discussion, faculty split their opinion on the two different options. Ellen will send out the current academic password policy with the two proposed options after the meeting. Division Reps are asked to query their respective divisions and bring the overall preferred choice to the next LCACT meeting.

5. New Business

a. Google Study Group: Ellen was invited to the last FEC meeting, but the Google study group wasn’t discussed. She has not received any updates from FEC Chair, Ron Bucinell. Steve Sargent offered to contact Ron to offer help with securing representatives
in an effort to try and get the study group going in order to provide the LCACT with recommendations before the end of the term.

The meeting was adjourned at 1:50 p.m.

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

Handouts:
• Draft of minutes from 3/3/2014 meeting
• Pay for Print Comparison Doc