Meeting was called to order at 1:00 p.m.

In attendance:

- J. Anderson, T. Buma, E. Borkowski, S. Gupta '15, D. Snyder, Tom Yanuklis

Absent:

- F. Maloy, F. Orellana, S. Sargent

1. Review and approval of Minutes from 4/21/2014

2. Procedures/Guidelines for use of IBM Intelligent Cluster and User Group

   a. Tom Yanuklis joined the first part of the LCACT meeting to review what has been put in place in response to the follow-up received from faculty during the review of Procedures/Guidelines for use of IBM Intelligent cluster. Denise Snyder and Tom Yanuklis created the following site in order to add process and procedures around the creation of User and Advisory groups that seek to facilitate and govern usage of the cluster, as well as to provide a calendar for scheduling jobs: 
      
      http://sites.google.com/a/union.edu/research-computing/.

   b. Members of the LCACT responded favorably to the site. There were a few minor changes requested on the scheduling form for the calendar. “Project description” should say “Job Description”, with an annotation for requests to include the number of estimated nodes needed, as well as how nodes are allocated. A link added to David Hemmendinger’s site on the HPC cluster is needed until Tom can go through and port over the useful sections to this new site. Denise and Tom will schedule a User Group meeting before the end of the term to try and elect a faculty and student rep to serve on the Advisory Group for the 2014-2015 academic year.

3. Data Classification Policy

   a. The committee reviewed a data classification policy that was drafted in response to findings from an internal security audit and subsequent data classification review. This policy provides ITS with the basis to move forward with user awareness training around what campus constituents can/cannot store insecurely, both physically and virtually. To make it simpler in terms of enforcement, there are two levels to the Data Classification Policy: public and sensitive. LCACT was asked to review the policy and provide feedback and ask questions.
b. Questions discussed included how one determines if a fax number is secure and whether there is a shredding policy. This policy work in conjunction with other policies, like the Records Retention Policy, in terms of how shredding is handled.

c. Those present did not see any major concerns with the policy. Ellen will e-mail the draft to those not present to request their feedback.

4. New Business

a. There is no additional information on Pay for Print that was discussed in the last LCACT meeting.

b. An invitation to attend a Summer Faculty Development Institute for Teaching with Technology was sent out on April 25th via the academic listserv. The Committee recommended that ITS open up the optional second hour labs on learning technologies to any faculty that might want to drop in.

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 4/21/2014 meeting
• URL: https://sites.google.com/a/union.edu/research-computing/
• Draft of Data Classification Policy