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

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

Absent:
- S. Gupta ’15

1. Review and approval of Minutes from 5/5/2014

2. Data Classification Policy follow up

   a. Not everyone reviewed the draft Data Classification Policy distributed at the last meeting. Ellen asked that anyone who has not provided feedback please do so as soon as possible. The policy will go to an administrative group and FEC next.

   b. One faculty expressed the view that Union College already tends to be conservative with the sharing/releasing of information internally. Information becoming overly protected as a by-product of implementing such a Data Classification policy is something to avoid. However, if the protection is aimed at outsiders and prevents Union College being on the front page for a security breech, than the need for such a policy is understood and seems reasonable.

   c. Ellen noted this policy only defines what is classified as “sensitive” versus “public”. How the campus will manage that information will be handled in subsequent guidelines.

3. Faculty Development Institute Update

   a. An email was sent out to the Academics listserv on April 25th, inviting all faculty to submit a proposal to be a part of Union College’s first Summer 2014 Faculty Development Institute (FDI) for Teaching with Technology. To date, there are seven faculty applications to the FDI (with a few more expected in the coming days). There is funding for ten faculty to participate each year for two years. As a result, the plan is to accept all the faculty applications into the summer FDI and only have one institute per year. The next one will be offered during the summer of 2015.

   b. The LC ACT members suggest that ITS open up those optional second hour labs to any faculty member that happens to be on campus during the summer and has an interest in attending.
4. Learning Environments Feedback
   a. A year ago, Media Services and Classroom Technology Support merged together into a new organizational unit called “Learning Environments” within ITS’ “Learning Technologies and Environments” group. LCACT members were asked to try and gather some feedback from colleagues about what is working/not working in terms of classroom help/support, as well as anything LE could add/remove for new classroom renovations (e.g., remove VCRs).
   b. In general, LCACT members remarked that classroom technology is working well and no one has experienced any major issues. One instance was noted of specialized software running in one of the classrooms being problematic due to the frequent nature of java and adobe flash updates.
   c. A suggestion was made about distributing a Learning Environments survey for more complete data. Ellen stated that ITS and the Library do employ the MISO survey for assessment but it is not clear at this point if it is the right instrument. Faculty remarked that the MISO survey feels long and redundant at times. Ideally, one should be able to complete the survey on a mobile device easily, as well. Faculty also thought that it might be useful to distribute a survey specifically about equipment in the classroom.
   i. One LCACT member asked about the MISO data around the help desk. Ellen informed the Committee the MISO data indicates that there is an increased level of satisfaction with the Help Desk. Tickets are getting managed and the turn around time is good. Of course, there is always room to improve the Help Desk. Now with VOIP, ITS can track how we are handling the phone calls coming in, peak times when people call, etc. It is a more distributed system, so if the Help Desk staff is tied up on a call, additional incoming calls can get dispersed amongst the Help Desk team at their desks.

5. New Business
   a. Two submitted requests from ITS for positive variance did get funded: Sound improvements in Memorial Chapel and a redundant Network loop for campus. A sound engineer will do an analysis of the Memorial Chapel space and make recommendations for the subsequent purchase of needed equipment. The biggest challenge for the redundant Network loop is the City of Schenectady won’t let Union College dig under the street. It is the one barrier to closing the loop. We may be able to use existing conduit but is not ideal because there is higher chance both Network loops might get cut.
   b. ITS submitted several Strategic Planning/Implementation grants requests. One was submitted jointly with the Library to renovate two of the study rooms in the lower level of Schaffer library. This renovation would provide students with direct access to rooms similar to the 2nd floor Digital Studio Multi-purpose rooms. The other requests centered around creating an iPad course loaner program, installation of auto-tracking lecture capture equipment in one classroom, and joining EduRoam.
c. A question was asked if ITS is keeping Lynda.com. Students in one faculty member’s class are really enjoying them. The faculty member remarked that as soon as he pulled up a Lynda.com video for his class to watch, they were “hooked” and saw how useful the resource could be with their studies. Ellen replied we will have Lynda.com in the fall and we are paid through the end of the year. However, ITS doesn’t know the best way to reach students. ITS sends out email reminders at the beginning of each term and Ellen plans to try and go to the student forum next year.

The meeting was adjourned at 1:45 p.m.

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

Handouts:
- Draft of minutes from 5/5/2014 meeting