Meeting was called to order at 1:04 p.m.

In attendance:
- T. Buma, E. Borkowski, F. Maloy, G. Reich, S. Sargent, D. Snyder

Absent:
- D. Mosquera, J. Boggs '18, N. Letourneau '18

1. Review and approval of Minutes from 10/20/2014
   a. Minutes were approved as submitted.

2. Review of updated Union College Desktop and Laptop Policy (11/3/14)
   a. Clarifying language under #4 of the “Insurance” section has been added as requested by the Committee. This addresses the question about personally-owned computers that are brought on campus. Ellen underscored that Union College faculty and staff should be doing college business on a college owned computer.
   b. ITS is not changing the language of condition four or five in the policy, as there has never been a case where someone has requested equipment back that was not paid for by ITS, when it was time to turn in equipment to ITS. However, ITS will work on a case-by-case basis with anyone in the future who expresses a desire to keep any equipment that is not paid for by ITS.
   c. There was an inquiry if faculty need to approach ITS when they are up for computer renewal. Laptops are renewed on a rolling three-year basis and desktops are renewed on a rolling four-year basis. Kelly Andolina reaches out to faculty who are up for renewal. Due to constraints within the current ITS budget, ITS is only upgrading those who are in critical need of a new machine at this time.
   d. The new version of the policy was approved.

3. Google Additional Services Request–Partner Dash
   a. ITS has received a request for another Google “Additional Service” called “Partner Dash” from the Office of Communications & Marketing. This service allows the Office of Communications & Marketing staff to manage Union College’s news feeds that appear on the Google news site via partnerdash.google.com. However, ITS would like to understand what data passes between Partner Dash and Google’s “partners” before proceeding. For example, is our news being fed straight to the Google news site or is it
passing through something else, which might be scanning/mining information? Ellen is putting this request in front of LCACT to a.) let the Committee know there is a new request, and b.) to see if anyone has any additional questions/reservations.

b. One question raised was if we turn this service on, what kind of information flows through the service? Is any of the information proprietary? The information that passes through to the Google news site is public data but it is unclear if any user information is passing through as well (e.g., is it gathering who’s clicking on links, etc.).

c. Ellen will do more investigation and report back at a future LCACT meeting.

4. Google Analytics privacy statement for union.edu

a. Clarification was provided on where the two links in the Google Analytics privacy statement refer to: one links to Google’s existing privacy policy, which we’ve all seen, and the other links to a site where you can download an extension for your browser to allow website visitors the ability to prevent their data from being used by Google Analytics.

b. What would be an example of a “loss of functionality of our website”? Ellen explained that if a person opts out and disables “cookies” in the browser, some of the site’s functionality may not work as expected. Another Committee member offered the advice of installing a secondary browser app, that selectively allows for some cookies but not others. There was a general discussion around what “cookies” are and what they do.

c. The Google Analytics privacy statement was approved.

5. Electronic Classroom Feedback Mechanism

a. ITS is seeking a way to evaluate faculty experiences teaching in electronic classrooms each term. The goal is to improve overall electronic classroom technology support and help prioritize needed repairs during term breaks. Learning Technologies & Environments (LTE) understands faculty may not always report to ITS “minor” things that aren’t working 100% of the time. Faculty learn to live with the issue and/or find a “work around” (e.g., one computer is “out of order” and students are simply instructed not to use it). Can Committee members give ITS some recommendations when and how LTE can best solicit this kind of feedback from faculty?

b. Face-to-face communication at the beginning of the term (i.e., week two/three) and at the end of the term (i.e., week ten) is highlighted as the best method to get at this information. Make the communication targeted and personalized, as much as possible. Another suggestion was to route the targeted and personalized communication through the lab manager for the department, if one exists. If ITS can provide the LCACT Division Reps with the list of faculty in their respective Divisions that are teaching in electronic
classrooms, they are happy to also pass along the request for feedback. However, the Reps ask that the request clearly state these faculty should contact ITS’ LTE group directly with feedback and not the Division Reps themselves.

6. New Business

a. The Google Apps for Education Study Group now has four members: Felmon Davis (Division I), Steve Sargent (Division II), Chris Chabris (Division III), and Mohammed Mafi (Division IV). The group has already met twice and hopes to bring something to LCACT in January 2015.

b. One LCACT member provided an update that he did request feedback from the faculty in his Division about the ITS budget situation the Committee discussed on 9/22/14—specifically the idea of moving away from having both a PC and a Mac in the podium to either a dual boot Mac machine or a process where faculty bring their laptop to the classroom. So far, he has received no feedback from his faculty.

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 10/20/2014 meeting
• Draft of Updated Union College Desktop and Laptop Policy (11/3/14)
• Google Additional Services Request – Partner Dash
• Google Analytics privacy statement