

IT Advisory Committee Minutes

Monday, September 26, 2005

3:00 pm in Dauch 116

Present: John Sikula, Vickie Taylor, Wendy Schag, Beverly Heimann, Bill Weiss, Pat Edwards, Dave Lifer, Brian Wisniewski, Boris Kerkez, Roger Beckett, Chelsey Bess, Curtis White, Dreama Knight

May minutes were reviewed and approved by Pat Edwards, Vickie Taylor second.

Minutes and Agenda will be posted on the IT website.

Carryover Agenda Items/Updates

IT Funding for FY05-06 - Curtis discussed the tight IT budget to this fiscal year and the reductions required to fund technology in the KSC and. The only area not impacted to date is the funding for full-time staff, student workers, Internet services and travel to outlying centers.

- Boris Kerkez requested a brief description of the technology going into the RSSC. Curtis stated that there are going to be 6 smart classrooms, one classroom with videoconference capabilities and two of the classrooms separated with an air-wall. Sean Ries envisions a special purpose checkout and inventory management system for various game checkouts (unbudgeted at this time). This facility will be staffed all hours it is opened to the general campus community. Sean is looking into logistics and the possibility of individual memberships. The facility will open after Spring Break in March 2006
- The IT budget will go to the greatest needs of the campus. Student staffing is an extension of the IT full-time staff and is necessary to support the university. There has been no new IT staff in 4 years and we are stretched to the limit at this point.
- Curtis is currently working on a maintenance funding/budgeting model; some vendors are increasing their fee by 10% or more.

- Power backup system is a high priority. The recent power outage caused many problems for the university data systems and WebCT server was lost entirely. A comprehensive disaster recover plan is a must as we move forward. We do nightly backups and Curtis stressed the importance of having all shared drives backed up.

Summer IT Projects

- Refreshed 30-35 new systems for faculty. 200 Patterson received new systems and Miller 32 & 27 were upgraded with the one year old systems from Patterson. The older Miller systems went to the Library
- Migration of several Win. 98 systems to XP is in progress. Pat Edwards asked how many still need to be updated. Curtis thinks about 100 of which about 20 are Datatel/Web Advisor users.
- Wendy Schagg asked when benefactor would be going back to Colleague. Curtis informed her that the migration to release 18 is scheduled for the summer.
- Groupwise server upgrade is complete.
- IT staff are enrolled in many training sessions throughout the year. Curtis expressed the need for training due to the fact the technology is constantly changing.
- Technology proposals for the new facilities is progressing well. Pat Edwards asked at what point will Bixler be ready to move and how will it work. Curtis informed her that how the data is moved is not yet determined. The PC's will be moved on a weekend and only when faculty know their exact office and will be done in conjunction with the office moves.

New Agenda Items

Policy updates and Additions

- E-Mail Policy- Curtis passed out handouts explaining the AU email policy. Wendy Schagg asked about spam and how she is getting so many. Curtis explained that there are between 8,000-10,000 spam email filtered daily. Vickie Taylor suggested that the 1st paragraph be reworded. Vickie says her students are aware of the email policy. Pat Edwards will be sending this to the COE faculty. Chelsey Bess wanted to know about students email

accounts after they graduate. Curtis explained they are deactivated 6 months after graduation or if they are inactive for 30 days. The information is kept on hand for 1 year. Curtis told Pat Edwards that the same applies to grad students that receive email accounts. Usually specific accounts are created by faculty. Curtis is going to look into part time students. Boris asked about policy offenders. Curtis stated that students are turned over to CJ Harkness for a judicial hearing and HR handles employee violations issues. Pat suggested that grad. students be send to Dr. Sikula. Emails are tagged and can be traced through the system. Curtis asked the committee to look at the policy and let him know of any changes or modifications before the next meeting.

- Technology Refresh Policy – This policy explains the refresh policy. Consumables will be supplied by IT for general use multimedia classroom and general use computer labs. Individual departments are responsible for their consumables. Pat asked how likely it is that consumables like laptop batteries need replaced. Curtis noted that of the 90 systems purchased for Dauch only 1 battery has required replacement in 2 years. Curtis asked that the committee look at the policy and contact him with him modifications. Pat wanted to know about printer/copiers. Her dept. has problems finding jobs when printing. Curtis suggested that IT be notified to come and look into the problem it could just be a configuration issue that can be programmed by IT or MT.

Information and Updates

- Cisco Clean Access - this authenticates people logging into AU's network (wired and wireless). This is the first step to make sure our wireless network in intact and protected. IT will be tightening up requirements (MS service packs, anti-virus, spyware, etc.) before the next semester. Computer updates will be mandatory to ensure a stable network environment. There is not much difference for Mac users. During our 1st week this semester there were 1,300 non-university owned systems introduced to the network. Vickie said this year was a much cleaner startup and problems were limited. Roger Beckett asked if the 15 min. log off time could be changed to 24 hours. This has been done.
- Fall 2005-IT Update - All returning and new students received a letter stating recommendations and necessary requirements for

systems along with information on the IT dept. Vickie asked if there is currently antivirus software for sale at the bookstore. Curtis stated that students can purchase online but the bookstore doesn't like the idea of selling software because of inventory issues. Boris stated that there is free antivirus with same engine as others except the settings. They do a good job but can't be customize. IT has a cleanup disk at the Help Desk and all the RDs have this for the residence halls.

- Personal Computing Page – Curtis stressed that the most important thing when selecting a system is that the specifications meet the users needs.
- IT Help Desk Survey – This provides IT with good feedback on how we're doing. It is still looking to send this out automatically.
- Wireless Access Map – This is located at <http://www3ashland.edu/it/wirelessnetwork.html>. Curtis will talk to Shelly about getting the Seminary on the map. Wireless access is now available in the common areas of the residence halls and IT is looking at wireless for A&H when funding permits. The cost is about \$500 for each access point, but power and the network must be in the area and can add substantially to the cost. Dauch has 8 access points. Vickie stated that walls create problems in the Seminary. Founders would need access in just about every room for example. Pat Edwards stated that Bixler will probably will classrooms and should also be wireless.
- PC Donations – All old systems are donated to non-profit and charity organizations. A letter must be received requesting a system. We receive many requests but don't have the time or staff to address the requests quickly but we do get to them. Curtis asked if anyone know of any needs please send them to IT. These systems have only the operating systems installed (no software).

Grant Initiatives

- Opportunities for grant funded technology initiatives
- HP Grant and OFIC Grant

Construction Update

Approximate Technology Procurement/Installation dates-

- RSSC should be online in March and the COE in April. Starting in December the IT staff will be very busy working with the integration partners for the new facilities. Same model as Dauch will be applied to all new buildings. All smart classrooms will have Crestron control systems.
- Kettering West Phase will be online in December and the East Phase will be online over the summer.

Subcommittees

Student Computer Initiative- -_No funding is available to do a pilot program of student ownership. We are looking for grants but student ownership of laptops is increasing every year.

IT Strategic Planning –_On hold pending budget allocations.

Software Coordinating Committee – This group will meet in Oct. or Nov. but not much of a concern this year.

Comments

Vickie Taylor said that during the summer things went well.

Curtis expressed concern over the budget planning. Technology in Dauch is almost 2 years old and that these systems will need to be replaced soon.

Pat Edwards stated that another budget cut would affect academics. Curtis stated that the existing IT budget cuts could have an affect on academics. Many departments (like IT) are not silos any longer so cuts in one area can have an impact on the operations in another area.

Vickie Taylor asked about admissions for grad school online. She stated that she and Shelly Shaver have talked already and they would like a presentation.

Dave Lifer wanted to know if MS is available for students. Curtis explained that it is not covered under our campus license at this time. We only have an academic license. He stated that students at OS pay \$40 for MS and that some stores will sell academic packets. To license MS for all students would be quite expensive and a cost recovery mechanism would have to be developed.

Next Meeting- October 17th at 3:00 pm in Dauch 116
Send Curtis agenda items on or before the 14th.

Meeting adjourned.