IT Committee Meeting
Cook 303
November 16, 2016, 4:00 pm

Chair: Victor Bissonnette
Members in attendance: Chris Diller, Penny Evans-Plants, Nadeem Hamid, Sherre Harrington, Curt Hersey, Tom Hocut, Cameron Jordan, Charlie Krause, Landon Pierce
Absent: Basil Englis, David Slade

Old Business:

End Date for VikingWeb Course Data
Recap: we have discovered that students have access to the majority of past coursework on VikingWeb (including online quizzes, other assignments and videos) which creates concerns around coursework integrity and copyright. We currently delete all courses older than 7 years so this would just apply to anything older than the current term up to 7 years. Attached is the summary of a recent listserv discussion on this topic so that you can see what other schools are doing (Summary of Course Embargo Discussion Oct 2016).
Proposal: Jenzabar recently added a feature to allow the faculty member to hide the course from students BEFORE a certain date – Drew came up with the workaround that will allow us to restrict access by setting it to a future date. Note however, if a student has an incomplete and needs access to the course, all students in the course would continue to have access as well. Thus, Enterprise Systems could run a script each semester to set a future date for past courses so that students will no longer have access. Faculty will continue to have access until the course is deleted after 7 years. Should a student have an Incomplete grade, all students in the course would have access to course materials until completed.
Next Steps: IT Committee members should discuss with school faculty to see if there are any issues or concerns we haven't anticipated. We would like to know how many days after the end of the semester the script should be run.

During the meeting, it was discovered that online quizzes, homework, and tests all have an "End Test Review" date that can be utilized to restrict access after the semester is over. However, it is believed that the majority of faculty are not using this feature.

Questions/*Answers*:
Is it all or nothing about which content is available? *Yes, only the course info page remains visible.*
What about handouts and links? Can we leave them available to students if we use the embargo date? *You can make certain content public, encourage the students to download during the semester, or post the material in another location such as Major or Department page.*
Is our only option to remove access to Kaltura to use the Embargo Date? *IT can script dates for End Test Review date but it appears the only way to restrict access to video content is to use the Embargo Date (unless faculty manually remove the content).*
Can we remove all students from the course after the end of the semester but grant an individual student with an Incomplete access? *No, if a student with an Incomplete needs access, all students in the course would have access. However, the faculty member could make use of the End Test Review date to restrict access to quizzes and tests.*
This is the question the IT Committee members need to ask their faculty: Do the faculty want a blanket solution and, if so, how many days after the semester do they want to implement?

New Business:

Course Template Update
Proposal: We have several proposed changes to the default course template within VikingWeb beginning with Fall 2017 courses. Please review the attached document that shows the current layout along with our proposed changes (Course Template Updates.pdf).
Next Steps: IT Committee members should discuss with school faculty to see if there are any issues with the proposed changes. Are there other changes they would like to see made?
Deadline: End of this semester (Dec 9).

Questions/*Answers*:
Can you default subscription to a topic within the discussion forum so students get notified without having to first subscribe? Students would have to unsubscribe instead. *IT will check to see if that is a possibility.*
Can faculty restore to default template? *They can modify the default template and then when they Copy Course each semester, that template is maintained.*
It was noted that Event and Due Dates are not the same thing even though they often show the same info.
Calendar - can classes be color coded - different color per class? *IT will request this of Jenzabar.*
Can we "mush" together Course Information and Overview? *Unfortunately no.*
Can you combine Learning Tools with Resources? *Yes we could but it would create issues for faculty who are heavy users of handouts and or LTI. However, individual faculty could combine.*
Rather than removing or consolidating the template, is it better to include everything and allow faculty to delete (as opposed to adding back)?

Publisher Content
Resources for your information (Publisher content.pdf). Please share with your faculty.

Cutover to new Firewall
IT has a proposed solution and Dan has already begun testing it. Our implementation plan is to utilize one of the current firewall servers (we have two for high availability) for the new firewall, leaving the existing one up and running. Since we need to cutover during a low traffic time, our plan is to do that on Saturday morning, November 19 (unless Berry is hosting the first round of the DIII football playoffs – if so, we will begin Sunday morning). This would allow us to see how the new firewall performs during fairly high traffic times and will give us the holiday to work out the kinks if there are any.

Our communication plan includes sending a notification to the campus community a few days before the weekend (we will certainly know by then if we are hosting the playoff game).

Minutes submitted by Penny Evans-Plants