**Minutes: Information Technology Committee, February 6, 2012**

Present: Lynwood Belvin, Victor Bissonnette, Andy Bressette, Farah Daoud, Basil Englis, Penny Evans-Plants, Nadeem Hamid, Sherre Harrington, Tom Hocut. Cameron Jordan, Koty Swanson, Jerry Trammell, Preston Willis, Jeremy Worsham

Minutes from the October 29, 2012 meeting were approved unanimously with no corrections. Basil English made the initial motion, Andy Bressette seconded.

1. **Next Committee Chair**

A new chair will be elected at the next meeting.

1. **Email Forwarding Policies for Students/Staff/Faculty Who Leave Berry**

Email accounts for individuals who leave Berry are removed within days of termination. It is possible to request an extension through Human Resources. The exception is retirees, who have the option to keep their Berry email account. In some cases a department may request that an auto response be sent to a departed individual’s email, directing the correspondent to the appropriate email address for communicating with the department. The discussion focused on the need for individuals to understand the procedures and the need to notify correspondents of one’s new contact information. Andy Bressette suggested including information about the termination of email accounts on separation paperwork; Victor Bissionnette suggested including a space for the departing individual to provide their forwarding email address. Penny Evans-Plants will follow up with Human Resources.

1. ATE: Phase-out of VHS Players and VHS to DVD Conversion Guidelines

ATE will eventually discontinue support for playback of the VHS format in classrooms although this phase-out will take some time. As VHS players as players break they are being removed from classrooms.

ATE has worked with College General Counsel Danny Price to develop a draft policy for transferring VHS content to DVD, as well as a transfer request form. In general, the policy states that the holder of the VHS material must either provide written authorization from the rights holder, or document that the materials are not available for purchase in a digital format, and that any copy created will be used only in support of academic instruction.

Discussion concerned the difficulty of determining rights holders for older and ephemeral material, how to approach seeking permission, and the need to emphasize that faculty who use VHS material will need to plan ahead. Committee members should take the draft policy and request form to their constituents for review and comment.

1. OIT: Wireless Update

OIT is rolling out new wireless equipment with the goal of having one consistent, up to date wireless network across campus. Victor commented on a successful use of the secure wireless network on student personal laptops.

1. OIT: Replacement for FSWeb Server

The FSWeb server provided server space for student web sites related to academic projects. As a consequence of being complex for faculty to set up and use for coursework, is inaccessible off campus, and has not been promoted or updated regularly, FSWeb has had low use. OIT seeks advice on how/whether to provide this functionality going forward. If the functionality needs to be available, another alternative needs to be implemented. Possibilities include a replacement or recommending the use of free alternatives. Tom Hocut and Cameron Jordan will send additional information and queries to the faculty in general, not just those currently using FSWeb.

1. OIT Blended/Hybrid Learning

Penny Evans-Plants asks that committee members read some of the resources on technology in the classroom she distributed via email. Basil English commented on the need for a location for systematic recording of lectures. Penny responded that if we want to plan a direction for classroom lecture capture, for example, the first step will be to start a more general discussion about classroom technology. Andy Bressette commented that the challenge is to think carefully about how we want to leverage technology – we are at a crucial juncture for thinking about what we might want to try.

1. OIT Office 365 for Students

Berry’s Microsoft Campus license is up for renewal this year OIT is currently exploring renegotiation of that contract. A new option is to discontinue giving students a free download of Office 365, instead expecting them to use a cloud-based version. Details and possibilities are currently unclear. It could be possible to continue to give students the option to download for the current cost Berry absorbs ($9.95 per student) or at all.

Discussion focused on problems associated with using cloud-based resources, particularly when students are off campus or in international settings where internet access is limited. Tom Hocut commented that we do need options in addition to cloud-based resources, but what does that need to be? One question is whether faculty require students to use Office products, or if other options would be acceptable. The group also discussed the relative security of cloud vs local storage, and other security issues.

Microsoft requires a decision by September 2013; OIT ould like to move over the summer.

1. Other
   * Preston Willis brought up the issue of students needing to be able to print or email documents from iPads in the Library Classroom. Jeremy Worsham and Tom Hocut will follow up.
   * OIT is discussing a campus license for Adobe Creative Suite.