

Minutes – Information Technology Committee
October 12, 2016

Attending: Charles Krause, Curt Hersey, Jeremy Worsham, Penny Evans-Plants, Tom Hocut, Nadeem Hamid, Sherre Harrington, Victor Bissonnette

Our meeting began at 3:30. We approved the minutes from our March and September meetings.

OIT Announcements and Old Business

- Update on Clutter (Tom Hocut): Clutter is being replaced by a new function called a “focused inbox.” Higher priority e-mails gravitate toward the “focused” folder; lower priority go to the “other” folder.
- Update on Viking Web issues raised by MNS (Penny Evans-Plants): There have been a lot of communications between faculty and OIT, and a number of solutions are being pursued.
 - Nadeem Hamid: There is a mac issue – system restarts can be delayed for a few minutes, and then they start without your permission.
 - Several: can’t we arrange for updates to occur at night?
- Update on outdated classroom control panels (Penny Evans-Plants): The control panels in Evans 101 and 207 and Green 110 were replaced. We still need to replace two more panels in Green, but will wait for re-wiring.
- Update from the fair-use policy sub-committee (Victor Bissonnette): our group reviewed the current resources linked to the Library web site, and we are suggesting the creation of a brief “FAQ” list of indicators of fair use.
 - Sherre Harrington: we want to add “Kaltura” or “secure server” to our guidelines.
 - Jeremy: Berry provides a streaming service – Kaltura – and people should use this.
 - Curt Hersey: at what point are students cut off from access?
 - Penny: the faculty member controls access to content – you can turn off access at the end of the semester or project.
 - Victor: can we change default to turn on access at beginning and turn off access at end of semester?

New Business

- Suggestion for backup multimedia systems (Victor Bissonnette): We might reserve one or two older LCD projectors and laptops as a backup for classroom systems which are down for service more than a couple of hours. Students with a projector, cart, and laptop could quickly get a classroom ready for use while the installed system is being repaired.
 - Several: we can also be thinking about alternative methods for PowerPoint delivery – e.g., sending slides out to student’s devices.

- Victor (on behalf of Basil Englis): Can we work to secure the key audio and video settings on the classroom systems? If a setting is changed, faculty sometime are not aware of the change and can have difficulty adjusting the system before class.
- Penny: we have to leave people free to make adjustments. All rooms have notes on how to use the systems.
 - Victor: we might periodically check to make sure that guidelines are clearly posted in each room

The next committee meeting was scheduled for November 1st, however, the group felt that it would be better to reschedule this meeting for later in the month. This meeting date will be announced.

The meeting was adjourned at 4:15.

Minutes respectfully submitted by Victor Bissonnette