

Information Technology Committee Minutes
Krannert 106
April 22, 2010
11:00 A.M.

Present: Curt Hersey, Brian Carroll, Jerry Trammell, Sherre Harrington, Martha Reynolds, Penny Evans-Plants, Tom Hocut, Scott Shank, Victor Bissonnette, Paul Kapitza, Cameron Jordan.

The meeting was called to order at 11:05 A.M.

I. Approval of Minutes from the March 23, 2010 meeting.

The March meeting minutes were unanimously approved.

II. Old Business

a. “Second Reading” of Intellectual Property Cease and Desist Letter (Carroll & Shank)

A second Reading was deemed unnecessary, as the letter contents will be announced at the Faculty Assembly, and will be made available at the Provost’s site in the near future.

b. Committee Charge and voting procedures update (Hersey)

The discussion centered upon voting roles of Ex-officio members, leading to a clarification of Ex-officio status, and voting versus non-voting roles. It was agreed that the topic would be revisited if future circumstances warrant.

c. Survey Update (Shank & Evans-Plants)

Postponed until the Fall meetings due to time constraints.

d. Update on Digital Lab initiative (Harrington)

Postponed until the Fall meetings due to time constraints. In the March meeting, it was noted that the library hopes to purchase equipment at the end of the year.

III. New Business

a. Election of committee chair for 2010-2011 year

Curt Hersey was nominated and by unanimous vote, renewed as committee chair for 2010-2011.

b. Technology Emergency and Status Notification Procedures
(Carroll)

The *Procedures* document is a protocol for communicating problems concerning the network. The discussion revolved around ways to get the message into the mainstream faculty and student populations. Before the committee moves further, it was suggested that members make the information available to their constituents and obtain feedback.

c. Desktop security and screen lockouts (Shank & Evans-Plants)

The potential for compromise and/or loss of personal and administrative information due to unauthorized access was highlighted. Unattended logins in public or class situations were the primary focus of a security review completed earlier in the year. Logins with timer lockouts (e.g., web mail, Viking web), and issues in dealing with security measures were the focus of the committee, together with access problems that faculty would likely face.

d. Print & copy management solution for students (Shank & Evans-Plants)

The committee agreed that the management of printing resources was a positive goal, for both faculty and students. The escalating cost of providing printing is affecting the Digital Lab Library Initiative, for example. The large amount of printing on campus necessitates cost controls be established.

A candidate plan involves providing students with a base number of copies available each semester with the option to add additional copies. Establishing the base number (300–500 pages per semester per student was a suggested range) would raise awareness among students of the cost of the service provided.

IV. Additional Reports / Announcements

There were no additional Reports or Announcements.

The meeting was adjourned at 12:10 P.M.

Respectfully submitted by
Paul J. Kapitza