

ACADEMIC INFORMATION TECHNOLOGY COMMITTEE

AITC
Friday, December 6, 2013
12:00-1:30 p.m.
Sacramento Hall Room 275

MINUTES

Members Present: Ronald Coleman, Dennis Dahlquist, Janet Hecsh, Mary Reddick, Doug Jackson, Mike Wimple

1. Volunteer to take minutes/notes

- a. Coleman

2. Approved Minutes: November 15, 2013

3. Agenda Approved

4. Open Forum

- a. Janet & Doug: Email has been a big problem. Basically, student email accounts were moved to Cloud Office 365 and there was a glitch such that some students ended up with two inboxes and could not locate important emails. A workaround was quickly put in place and the intent is to fix this problem over the winter break.
- b. Janet: Because of the new email filtering, people need to check and “train” their junk filter; important messages may be going in there.
- c. Dennis: Another email issue is that sometimes we (the campus) are temporarily blacklisted by gmail because of the volume of bogus messages coming out of our system (this is usually short term, e.g., half an hour). Nothing we can do about this.
- d. Mary: Password management programs. As people use more and more services, each requires its own password. Some users have started using “Password Management software”. Mary’s question: Is there a good/recommended one, e.g., “Keeper”? Perhaps Doug’s group could take a look at this and bring back a recommendation?
- e. Ron: there have been issues with the Software Download page. Doug: These are getting resolved now that vacancies are being filled.
- f. Janet: The search function on the University webpages seldom turns up what you want, and often turns up stuff that you don’t want. How can this be addressed?
- g. Doug: webpages: We need to “encourage” all university webpages to contain two pieces of important information: Date of last update and who to contact about fixing/updating the page
- h. Doug: Adobe license update: The Adobe license is proceeding. A letter should be going to the cabinet today concerning implementation.

5. Next Meeting

- a. Friday, February 7, 12:00-1:30p.m., Sacramento Hall Room 275