

ACADEMIC INFORMATION TECHNOLOGY COMMITTEE

AITC

Friday, October 18, 2013

12:00-1:30 p.m.

Sacramento Hall Room 275

Approved: November 1, 2013

MINUTES

Members Present: Debra Brady, Rachel Clarke, Ronald Coleman, Doug Jackson, Kristin Kiesel, Elisabeth Liles, Mary Reddick, Melissa Repa

1. Introductions

2. Volunteer to take minutes/notes

- a. Liles

3. Approval of Minutes: October 4, 2013

- a. April 6th Minutes TBD
 - i. Coleman provided brief overview of what happened at last meeting

4. Agenda Approved

5. Computer Lab Use Policy – Draft 10

- a. The committee briefly discussed what type of labs we are talking about: general use, computer labs, college, and university
 - i. Determined that we need to be specific in policy language
- b. From discussion at last meeting, the following item was added under “Policy”:
 - i. Student access to computer labs for academic work is a priority, therefore effort will be made to maintain at least one open lab for student use in each area of the campus at all times.
- c. Reviewed and revised the “Purpose” (changes in bold):
 - i. The purpose of this policy is to facilitate scheduling that provides a balance of **college and university** general purpose computer labs that are open for use by students, and **college and university** computer labs for teaching and classroom use in each designated classroom building on campus. It specifically addresses potential scheduling conflicts that may arise from the following uses: individual student use for academically related work, course use when technology is embedded in the instructional pedagogy, and faculty single use (such as for computer testing purposes).
- d. In order to provide consistency, the committee revised item I.a to state “individual” prior to the word “student.”
- e. Revised I.b by eliminating the phrase “via Blackboard announcements.”
- f. Revised I.c. (changes in bold): “All **course sections** will designate the **specific technology** resources needed (**such as audio, projection, and software**), as well as quantity and frequency of use. This designation will be used by Departments, Colleges, University Space Management, **Information Resources Technology, and others** to determine **college and university general purpose computer lab** assignments that prioritize courses with computer

- technology pedagogy to **labs** with this technology capability.
- g. Deleted the term “classrooms” throughout the document and replaced with “labs.”
 - h. Deleted the word “semester” in I.d.
 - i. Revised I.e. (changes in bold): “The IRT managed university general purpose computer labs may be scheduled for **course** use when...supply of College or Department computer **labs**.”
 - j. Began work to revise I.f.
 - i. Changed “classroom” to “lab” in first line and “a classroom pedagogy” to “an instructional pedagogy” in last line.
 - ii. Discussed possibility of ending the item after “flexibility in lab scheduling needs.”
 - 1. Is it necessary to state the reason why?
 - k. Will continue this work next time. Brady emailed revised document to everyone to review prior to next meeting.

6. Open Forum

- a. Reddick requested to add future agenda item:
 - i. Emeritus faculty access to library resources, email, etc.
 - 1. Currently, they need to go through a process each year
 - ii. Steps involved:
 - 1. Reddick will provide a document of fact that states the current problem
 - 2. AITC will request a copy of the process used by IRT
 - 3. Develop what we think may need to occur in place of the current process and recommend to Faculty Senate
 - iii. Problem: use of state resources for faculty no longer employed
- b. Liles asked about SafeConnect problems
- c. Kiesel raised the issue of students not checking their saclink accounts
 - i. Jackson discussed the problem with students transferring their saclink accounts to their personal email accounts and why this is no longer possible
- d. Jackson discussed the security breach that occurred recently
 - i. Much of the email received by the campus is phishing, malware, etc.
 - ii. A group of individual’s computers on campus were compromised and someone obtained access to secure data
 - iii. There will be a change on November 1st that will re-direct more email to the junk mail folder
 - 1. Users will need to check their junk mail folders more frequently
- e. Jackson stated that on Monday, October 21, Xerox will be working with IRT, Human Resources, and Business Affairs because they are going to a managed print system
 - i. Elimination of desktop printers in these three divisions
 - ii. PrintSmart won’t change
- f. Jackson briefly discussed Virtual Desktop Interface (VDI)
 - i. Projects are going on and making great strides
 - ii. Mac users can employ VDI and use Microsoft software
 - 1. Looking for faculty to try this

7. Social Media Policy

- a. Liles will provide information to Coleman before next meeting

8. Next Meeting

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