

Academic Technology Committee

September 23, 1999

Chairperson Jan Carroll called the committee meeting to order at 2:05 p.m.

Members in attendance included: Jamie Bingham, Leann Burger, Brett Campbell, Don Glass, Debra Hedrick, Judy Hubble, John Jarrett, Sandy Lee, Tom Luscomb, Diana Lurz and Rowdy Williams. Absent: Gary Rutledge.

The committee got acquainted and Leann Burger volunteered as Committee Recorder.

Diana Lurz made a motion that the committee adopts the mission statement proposed by Debra Hedrick. Judy Hubble seconded and the committee voted to adopt the statement. It reads as follows: "The function of the Technology Committee will be to develop policies, procedures and recommendations relating to the evaluation, acquisition, and use of technology at the university. The committee will meet at least twice a semester to discuss the areas of distance learning, telecommunications, and other technology. Recommendations will be submitted to the Executive Council."

Debra Hedrick reported on the current state of technology on campus beginning with Y2K compliance. She will be providing a complete report at the conclusion of all testing. Most divisions and departments have completed the inventory procedures at this time. She also reported that a consulting firm is reviewing the infrastructure of campus computing services and the report will be made in four to six weeks.

On the issue of software compliance, the committee agreed to begin the process of documentation of software licensing campus wide. Members agreed to begin documentation in their own areas with completion of this project in the next two weeks. Debra Hedrick suggested that the committee investigate the possibility of appointing a Software Compliance Officer who would keep an inventory of software licenses and their applications to specific machines.

Diana Lurz made a motion seconded by Tom Luscomb that the committee establishes a task force to study the adoption of specific computer or brand name hardware to be used campus wide. The motion carried. Rowdy Williams will chair this task force. Kevin Benton, Bruce Wilson, Jan Carroll and Tim Potter will serve on this task force with Debra Hedrick serving as advisor. Rowdy Williams made a motion that Microsoft Office be the software used campus wide for desktop applications to improve communication and continuity. Brett Campbell seconded and the motion passed.

Brett Campbell asked committee members to poll co-workers to determine expectations of technical support on campus so that the committee can make appropriate recommendations regarding the scope of technical support.

The meeting was adjourned to Thursday, October 7, 1999 in the Herrington Hall Conference Room, Rm 110.

Academic Technology Committee

October 7, 1999

Members present: Faculty, Leann Burger, Janice Carroll, Judy Hubble, Sandra Lee, Thomas Luscomb. Non-Faculty: Brett Campbell, Debra Hedrick, John Jarrett, Diana Lurz, Rowdy Williams. Absent: Don Glass, Gary Rutledge, Deborah Hemphill.

Chairperson Janice Carroll called the meeting to order at 2:05 p.m..

Technology Consultants-- Debra Hedrick updated the committee on the work of the Technology Consultants current assessment. In three weeks a full report will be ready. Preliminary information indicates that the university currently has plenty of bandwidth. However, we also own old, unreliable equipment in several areas, we suffer configuration problems and in general lack standards, policy and procedures. Recommendations of the consultants will be forthcoming.

Software License Compliance--After discussion regarding the problems of inventory and compliance of software licenses on the campuses, Brett Campbell volunteered to draft a motion addressing software license purchase, compliance, inventory and reposit. John Jarrett will research any existing Regent's policies.

Rowdy Williams reported on the work of the Technology task force appointed at the last meeting. Based on the work of this task force subcommittee, Brett Campbell made a motion to adopt the recommendation of this task force and adopt Dell as the major hardware vendor. Rowdy seconded the motion and it carried. The recommendations will be reviewed annually.

Academic Computing Services--Janice Carroll asked for feedback from the committee that might help Academic Computing Services improve their response to service. After discussion, Debra Hedrick and Janice agreed to develop baseline expectations to present at the next meeting

The meeting was adjourned.

Academic Technology Committee

December 2, 1999

Chairperson Jan Carroll called the meeting to order. Members present include Debra Hemphill, Leann Burger, Debra Hedrick, Judy Hubble, John Jarrett, Rowdy Williams, Tom Luscomb, Diana Lurz, and Don Glass. Absent: Jamie Bingham, Sandra Lee, Gary Rutledge, and Brett Campbell.

Responsible/Ethical Computing Policy—Debra Hedrick presented the consultant's report. (Attachment). The committee is investigating the report and determining how the recommendations can be incorporated into policy and procedure. Debra reported that some work called for by the recommendations will have to be done in house, but much of the work will be done by consultants. This will occur as funds are available.

Updates Concerning Ongoing Projects—Debra Hedrick provided the Computer Use Policy for review by the committee. She recommended the committee review the proposed policy and bring back suggestions or changes. This document is currently a part of Academic Policies and Procedures.

Distance Learning—Diana Lurz reported that problems with CV2 will hopefully be rectified by Spring. E-College was on campus this week. Several suggestions for training were explored.

Judy Hubble asked about Y2K compliancy. Jan reported that the final preparations are being made to meet compliancy.

Brett Campbell will present the Software License Motion at the next meeting in 2000.

MOTION—The Technology Planning Committee recommends that RSU adopts the following for a standard desktop configuration with the option that discipline specific software may be added as determined by the academic area:

- Win 95/98 with recommended updates or WINNT with service pack 6a
- IE 5.01 with critical and recommended updates installed
- Norton Anti-virus 2000 client
- Office 97 with SR1 and SR2 and Outlook 2000
- WINNT—Diskkeeper Lite

Standard Fax Machine—John Jarrett agreed to explore the options for developing standard fax machine specifications.

Purchasing Policy—A purchasing policy has been distributed to all departments regarding computer technology purchase. Dr. Larry Minks would like to receive a copy of all academic requests.

Capital Equipment update—Debra Hedrick reported that all departments have received their approved capital equipment requests.

Suggestions—Jan Carroll requested that committees email their findings to all members of the technology planning committee so that work can be done between meetings.

The meeting was adjourned.

Academic Technology Committee

February 23, 2000

Chairperson Jan Carroll called the meeting to order. Members present include Jamie Bingham, Leann Burger, Don Glass, Gary Moeller for Judy Hubble, Sandra Lee, Thomas Luscomb, Brett Campbell, Debra Hedrick, Deborah Stroup, John Jarrett, Rowdy Williams. Members absent: Gary Rutledge, Diana Lurz.

Old Business

Software License Compliance Issues—Brett Campbell reported that he will have a report at the next meeting.

New Business

Security Issues

Modems—Jan Carroll polled the committee regarding the current use of modems. Access to the local area network from off campus locations creates a security issue. She asked the members of the committee to discuss this issue within their respective departments to determine if access is necessary.

Passwords—Jan Carroll reminded the members of the committee to help educate those employees in their areas on the importance of protecting passwords.

Class materials posted to the faculty web pages—Jan Carroll

reported that the posting of large amounts of materials to faculty web pages is creating a strain on the library copy service as well as other campus locations. She suggested we need a plan on how to effectively handle costs associated with this practice. Thomas Luscomb agreed to chair this subcommittee. Leann Burger and Diana Lurz will assist him in preparation of a report to the committee.

Printing—Jan Carroll mentioned that the committee should

Investigate and prepare recommendations regarding the use of shared printers, the need for printers on every desktop, printers for full time faculty and staff printing needs. Rowdy Williams agreed to chair this subcommittee. Don Glass and Debra Stroup will assist on the subcommittee.

Good Practices—Jan Carroll mentioned the need to develop a good

practices document that details appropriate, cost effective procedures for technology use. Several issues including creation and storage of large documents, sharing file folders, virus detection and password construction were mentioned as problem areas. Sandra Lee will chair this subcommittee. John Jarrett and Jamie Bingham will also serve on this subcommittee.

Standard Desktop Configuration--After discussion regarding the need for a basic, standard desktop configuration, Debra Hedrick made a motion we accept a standard desktop configuration for general computing use. Thomas Luscomb seconded the motion and it was favorable.

MOTION—The Technology Planning Committee recommends that RSU adopts the following for a standard desktop configuration with the option that discipline specific software may be added as determined by the academic area:

- Win 95/98 with recommended updates or WINNT with service pack 6a
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Capital Equipment update—Debra Hedrick reported that all departments have received their approved capital equipment requests.

Suggestions—Jan Carroll requested that committees email their findings to all members of the technology planning committee so that work can be done between meetings.

The meeting was adjourned.

Academic Technology Committee

March 29, 2000

The meeting was called to order by Chairperson, Jan Carroll. Members present included, Don Glass, Judy Hubble, Sandra Lee, Thomas Luscomb, Gary Rutledge, Leann Burger, Debra Hedrick, Diana Lurz, Deborah Stroup, John Jarrett, Rowdy Williams. Members absent: Jamie Bingham, Brett Campbell.

Old Business—Brett Campbell was unavailable to report on the software license compliance issues.

New Business

Proposed Policy concerning class materials posted to faculty web pages—Chairperson Thomas Luscomb reported that the committee was still in the process of formulating the proposal which will be ready at the next meeting.

Proposed Policy concerning printing—Chairperson Rowdy Williams presented a proposed printer policy. After discussion regarding the proposal Debra Hedrick asked that committee members return with a survey of the status of current printers and sharing configurations with a suggestion of what is needed.

Proposed Policy concerning “Good Practices”—Chairperson Sandy Lee provided a handout for the committee. All members agreed that this document is a “work in progress” and will have to be updated from time to time. Sandy will refine this document for further review at the next meeting.

Proposed Policy concerning standard fax machines—Chairperson John Jarrett provided information on two possible models of fax machines that will meet most of our needs. One is for lower volume use, the other for busier areas.

MOTION: Thomas Luscomb moved we accept John Jarrett’s recommendation that we adopt the Hewlett Packard OfficeJet 600 as the standard facsimile machine and the OKIOFFICE 84 for areas that can justify the need for a higher level machine due to a high-volume, multi-user, environment.” Diana Lurz seconded the motion. Motion carried.

Proposed Policy concerning reserving labs—Rowdy Williams provided a preliminary review of lab spaces on the Claremore Campus. This document is also a work in progress and he will continue the report at the next meeting.

Computer Use Policy—Jan Carroll reminded the committee to review the Computer Use policy as provided at December 2, 1999 meeting.

New Issues of Concern—The committee discussed the issue of departmental technology use policies. Lack of ability to enforce policies due to personnel issues was discussed.

Meeting Adjourned.

Academic Technology Committee

May 10, 2000

Chairperson Jan Carroll called the meeting to order at 2:30 p.m. in the Conference Room of Herrington Hall.

Members present: Don Glass, Debra Stroup, Judy Hubble, Diana Lurz, Debra Hedrick, Rowdy Williams, John Jarrett, Sandy Lee, Brett Campbell, Gary Rutledge, Thomas Luscomb and Leann Burger. Members absent: Jamie Bingham.

An agenda was supplied by the Jan Carroll, but in the interest of time the order of the agenda was not followed.

New Business

Item II.E.—Recommendation concerning campus use of mass email. After extensive discussion regarding the ramifications of recommending a policy regarding mass email, and a desire of the committee not to stifle communication, a motion was made.

MOTION: Brett Campbell made the motion that mass email should be used for University related business only. Rowdy Williams seconded and the motion passed. Jan Carroll will check with Dr. Wiley to determine the possibility of establishing a listserv for employees who wish to post general notices to fellow employees.

Item II.C.—Recommendations concerning student email accounts. Jan Carroll reported that Onenet will provide a free server for student email. As a part of enrollment, students will receive their email address. Some research will need to be done to determine how distance students will receive email addresses, particularly online students. These students must have an email address before they enroll.

Item II.A.—Proposed Policy concerning course materials posted to faculty web pages.

Subcommittee chairperson Thomas Luscomb provided a report for the committee. Although the subcommittee report focused on distance classes, traditional class web pages might also be examined. The issue of online textbooks was also mentioned. The proposals were tabled for further review by the committee.

Item II. B.—Recommendation concerning appropriate content for faculty web pages. A subcommittee was formed headed by Diana Lurz with Judy Hubble and Gary Rutledge serving to provide the committee with proposals.

Unfinished Business

Item I.A.—Software License Compliance Statement—Brett Campbell provided a software license compliance proposal for committee review. After some modification a motion was made to adopt this proposal.

MOTION: Brett Campbell made the motion that “All software necessary for university business will reside on university machines. Supervision and coordination of University owned software licensure management will reside in Academic Computing. Any non-university owned software resident on university hardware will reside with the individual user, and the license must be immediately available for review upon request. Central purchasing, receiving, installation and reallocation of hardware and software will be coordinated through Academic Computing.” Diana Lurz seconded the motion and the motion passed.

Items I.B, C and D. were tabled until a later meeting.

Item I.D.—The committee agreed to re-examine the motion made at the last meeting regarding standardization of fax machines.

The meeting was adjourned.