

Academic Technology Committee

November 14, 2000

Chairperson Jan Carroll called the meeting to order at 2:15 p.m. in Herrington Hall Conference Room 105. Members present: Brett Campbell, Don Glass, Debra Hedrick, Judy Hubble, Sandy Lee, Tom Luscomb, Susan Rainey, Gary Rutledge, Debra Stroup, Peter Williams, Rowdy Williams. Members absent: Jamie Bingham, John Jarrett, and Evalon St. John.

Jan Carroll supplied an agenda that included passwords and inventory issues.

New Business:

ITEM I.A. Password length: It was determined that passwords should be at least 8 characters in length.

ITEM I.B. Password complexity: Passwords should consist of at least three of the following: Upper case letters, lower case letters, numbers, and symbols.

ITEM I.C. Number of logon tries: After 5 unsuccessful logon attempts the computer can be set to no longer accept logons for a pre-determined period of time.

- MOTION: A motion was made by Debra Stroup and seconded by Brett Campbell that a compulsory password change be effective as soon as possible and that passwords be changed once a year.

ITEM II.A. Inventory frequency. Computing Services has in place network software to scan computers and determine hard drive size, video card, memory, etc. for audit purposes. This can be run on as needed basis to aid in tracking computer hardware. Rowdy Williams requested that a paper trail be provided when computing services removes a machine from an assigned area.

ITEM II.B. Validation of privately owned software. Computing Services has in place network software with the ability to scan all networked computers to determine programs loaded on individual computers. The software reports only .exe and .com files and will be run on a quarterly basis. All other files are private. Licenses for all privately owned software residing on University computers must be on hand and available for verification as stated in the Software Licensure Policy.

ITEM II.C. Validation of free software. Confirmation of free software provided by textbook publishers for testing, etc. should be provided periodically by the dean or other individual responsible for department or area computers.

- MOTION: A motion was made by Gary Rutledge and seconded by Tom Luscomb to proceed with the software audit after a carefully worded notification has been sent to all campus users.

Unfinished Business:

Brett Campbell raised the issue of mass email. A discussion followed, and it was determined that, in general, the number of unwarranted mass emails had decreased significantly.

The meeting was adjourned at 3:10 p.m.

Academic Technology Committee

April 23, 2001

Chairperson Jan Carroll called the meeting to order at 2:00 p.m. in Herrington Hall Conference Room 105. Members present: Brett Campbell, Debra Hedrick, Sandy Lee, Tom Luscomb, Debra Stroup, John Jarrett, and Peter Williams. Members absent: Don Glass, Jamie Bingham, Judy Hubble, Susan Rainey, Gary Rutledge, and Rowdy Williams.

Jan Carroll supplied an agenda that included computer use policy, student email, banner information, a compressed video class update, and a network update.

New Business:

1. Brett Campbell provided committee members with a proposed "Computer Use Policy" and asked for feedback. Use of modems in dorms and campus wide was discussed. Recommendations are to be submitted to Brett for further review. The Policy will be included in the Student Handbook, the Personnel Handbook and the Academic Handbook.
2. Debra Hedrick supplied committee members with information on student email accounts. These accounts will be automatically generated from student enrollment. The goal is to provide an email account for each student who enrolls at RSU. Academic Computing Services plans to have this procedure in place by Fall 2001.
3. Jan Carroll presented banner information for persons attempting to utilize the Rogers State University computing system. A motion was made by Debra Stroup to accept the banner as presented. Brett Campbell seconded the motion. The banner will be displayed on all computer screens on campus. The user will encounter the banner just prior to accessing the logon screen.
4. Peter Williams gave committee members an update on videoconferencing upgrades. This included goals for the program, recent improvements and future replacements and additions including backup instructor microphones and the possibility of replacing some of the older codecs pending availability of funds.
5. Jan Carroll provided information on an upcoming rework of the network hardware. It will, hopefully, be accomplished over a weekend without further interruption of the network.

Sandy Lee will be in contact with other computer lab managers in an attempt to devise a universal set of lab guidelines.

The meeting was adjourned at 2:50 p.m.