

Academic Technology Committee

10-2-01

2:00 p.m. / HH110

Attending: Judy Hubble, John Jarrett, Rowdy Williams, Tom Luscomb, Debra Hedrick, Peter Williams, Pete Macpherson, Don Glass, Jan Carroll, Susan Rainey, Doug Grenier

Agenda

1. Student email policy
2. Update on (Jan)
 - a. Student domain
 - b. Student email
 - c. Residence Halls
 - d. Security
 - e. Bartlesville Wireless
 - f. Track-It
3. Update on Compressed Video (Peter Williams)

Jan informed the committee that the feedback she'd received so far on the student email has been good (ex: Sandy Lee at Bartlesville). She also clarified the student sign-in policies as follows: (1) To configure their new email account and to change password, students will type in the first 15 characters of their first & last names. The initial password is set to their birthday in the mmddyy format. (2) In order to use the computer labs on campus, students have an individual computer account. Their user id in the campus labs will be sd followed by their first and last name. Their password in the lab is their birthday in this format: mmddyyyy. Exceptions to this are the Learning Center & Aspire labs on the Claremore campus and both the Bartlesville and Pryor labs. Students will use the generic login they have been using in these locations.

Several members mentioned that there are still a few problems in the online classes with AOL email addresses. Also, attachments sent from AOL email are sometimes deleted. The committee discussed the possibility of requiring online students to use the RSU email addresses, but no consensus was reached.

Debra, Brett & Michelle will draft a set of guidelines for student/staff email correspondence for the committee to consider at the next meeting.

The student server is up and running; students can access it from anywhere. It is automatic and active as long as the student is enrolled. It will also remain active during the summer even if a student does not enroll for summer classes.

Debra informed the group of the progress made in making our system secure. Because of the hard work and foresight of those responsible for this, we have had few problems with viruses since the love bug & the Anna Kornikova bug. Members noted that one recent problem is in getting several copies of the same email. Jan requested that members inform their departments to notify Jan if this occurs and forward one copy of the email to her.

There is a new lab in Loshbaugh, and the Residence Halls are almost completely wired and ready. All of the backbone equipment (brings the network to each building) was replaced in May, and fiber has been run to the new

dorm. The building RSU is using which is across the street from the B'ville campus is using wireless technology to connect, and everything has gone smoothly.

The Track-It program was put in to do inventory, with the plan being to gather the information and give it to each department to edit. However, this goal has been elusive because equipment moves from here to there, etc. We do, however, have a 80-90% accurate inventory at this point.

Peter reported that the compressed video system has been made more stable. All computers are now interconnected. Three codecs have been replaced, which has resulted in a significant upgrade in HH 149 & 146. There is now a bridge so we don't have to rely on One Net. We can now video-conference with anyone in the world who has video conferencing capability (H323 end point). One example of how this can be used: a 4th grade class here links with a 4th grade class in Mexico to study the history of the Alamo.

Other Items

It was suggested that Brent Ortolani could send a link to the RSU info page instead of sending several emails.

Teachers who use computers in the campus labs need to notify Jan so that she can give you an account. The ID & password they use in their offices will not work in the lab.

Slow connections to RSU Online in the afternoon were noted by Peter and Susan. Debra will check to see if we need to be "bumped up" to correct the problem.

Upgrades have been made on almost all faculty machines so that no faculty member has a computer more than two years old. Several computers have been added to labs on campus.

Jan listed these projects being worked on now: web access for library, intranet, RSU online catalog, new outlets for classroom, faculty profile pages, and department web pages.

We will have a new computer room in the Prep Hall annex (Academic Computing).

Minutes recorded by Judy Hubble

Academic Technology Committee

February 21, 2002

2:00 in HH110

In attendance: Ms. Jan Carroll Dr. Doug Grenier, Ms. Debra Hedrick, Ms. Michele Canan, Ms. Judy Hubble, Mr. Tom Luscomb, Mr. Rowdy Williams, Mr. Gary Rutledge, Dr. Peter McPherson, Mr. Brett Campbell

Item 1

After introductions by Chair Jan Carroll, the minutes from the October 2nd meeting were reviewed and accepted as published.

Item 2

Chairperson Carroll introduced Mr. Brett Campbell to review the proposed student email policy. After discussion, Dr. Grenier proposed additional wording in the "Introduction to Policy" section providing general information regarding student email accounts. Additional wording was proposed and an additional draft was formulated. The additional draft language will be added to the document and circulated among the committee for approval. The draft document is attached.

Item 3

Dr. Williams was not able to attend. His report regarding Compressed Video was tabled until the next meeting.

Item 4

Ms. Debra Hedrick provided an update on the university's Poise system. There had been discussion in past committee meetings regarding an update to a web-based environment for Poise. After discussion, the committee agreed that there is not compelling information to recommend any immediate changes to the current Poise system.

Item 5

Ms. Carroll provided updates in the following areas:

- Section 508 compliance: The university has made efforts to comply with Section 508 regarding equal access to information for students with disabilities. eCollege, the university's provider of online services, has addressed section 508 with a comprehensive review of their services and policies. The Technology Committee will continue to monitor legislation regarding this issue and report/recommend where appropriate. Academic Computing Services is addressing issues related to this topic as identified.
- Requests for Adaptive Assistance for Students with Disabilities: Students with disabilities requesting adaptive equipment will make their request(s) to Ms. Lennette Lawless, Coordinator of Student Development. Ms. Lawless will develop a response with the assistance of Academic Computing Services and other appropriate university personnel.
- Web site: A review was provided of the new design. Revisions have been made to Faculty areas. Academic Computing Services will add a faculty/departmental phone directory to the site.
- Student Labs: the following labs now require a student ID for access: HH 139, HH132, LH200, HS142, HS164, HH258, SSSlab, Thunderbird Library, Learning Center, and the Project ASPIRE Lab. Labs in Pryor and Bartlesville are being reviewed. Academic Deans need to provide the usage requirements and hours for each of their Labs. It was suggested the Lab policies be posted on an Academic Computing Services intranet

website. Discussion continued regarding referring students to HH139 for assistance setting up their student email account or if experiencing problems with their student email account. Students will need a student ID to request assistance. It was also discussed that faculty, upon request may receive an account for use on the student network.

- Spamming: Academic Computing Services will review this topic and make recommendations to the committee.

New business

Ms. Hedrick provided information regarding services provided by Southwestern Bell. She and other members of the administration had recently met with a multitude of SWB managers and received their commitment to addressing the needs of Rogers State University.

Ms. Judy Hubble requested a review of the current policy regarding faculty webpages. After discussion, it was motioned, seconded and confirmed to appoint Ms. Hubble as the chair of a subcommittee to review the current webpage guidelines, including use of “flash” technology on faculty webpages. The subcommittee will review the current policy and propose an amended policy at the next technology committee meeting.

Having completed the published agenda and upon motion for adjournment, the committee retired.

Academic Technology Committee

April 24, 2002

2:00 p.m. in HH110

Chairperson Jan Carroll called the meeting to order. Members in attendance: Doug Grenier, Michele Canaan, Tom Luscomb, Judy Hubble, Debra Hedrick, Rowdy Williams, Peter Williams, Peter McPherson, Brett Campbell

Minutes from the February 21, 2002 were reviewed and accepted as published.

Brett Campbell presented the final version of the Student Email Policy. It was accepted by a majority vote. Jan Carroll will send the Committee's recommendation for a Student Email Policy to President Wiley for approval.

Peter Williams suggested that he arrange a videoconference with an expert from Texas A & M concerning Section 508 Compliance.

Judy Hubble presented a report from the Faculty Subcommittee (Judy Hubble—chair, Peter Macpherson, Doug Grenier, Gary Rutledge) concerning the Faculty Web Page Guidelines. The Committee voted unanimously to accept the subcommittee's report. Jan Carroll will send the Committee's recommendation concerning the Faculty Web Page Guidelines to President Wiley.

Having completed the published agenda and upon motion for adjournment, the committee retired.