

Academic Technology Committee

September 8, 2003

1:30 p.m./ 232B Herrington Hall

Members present were: Don Glass, Peter Macpherson, Gary Rutledge, Bob Willis, Myra Haulmark, Rowdy Williams, Sandra Lee, Leann Burger, Larry Minks, Laura Smith, Jan Carroll

Members absent: Jan Nolen

Myra Haulmark was appointed secretary.

Meetings minute from previous meeting were discussed. Some final discussion regarding "No Children in Lab rule" Gary Rutledge motioned for minutes to be approved – Bob Willis seconded the motion. The motion was accepted unanimously.

Jan stated that as part of the RSU campus intranet website there would be a place added for an "Addendum" to meetings. She also stated that the Academic Policy and Procedures manual is on campus intra net. There was some discussion as to the Technology Planning Committee mission being different in the manual.

Jan reviewed President Wiley's approval (as amended) of Lab Policy that specifically states NO FOOD OR DRINK. Also, President Wiley approved Computer Use Policy with some minor changes and the Student E-mail Policy. These policies will be on campus website – but there was some further discussion of where and how the Student E-mail Policy was disseminated. Dr. Minks confirmed that it was contained in the Student Code of Conduct.

Jan raised the issue of not having a faculty-staff e-mail policy- Jan has requested that this be reviewed by a subcommittee volunteers-Peter MacPherson volunteered to review and construct a faculty staff policy.

Spam- Some questions were asked on how spam can be stopped. Discussion on spam filters are NOT being 100% accurate and running the risk that important communication may be blocked. Peter suggested writing a program or purchasing a program that would (Mail Washer) filter at the server level and client level. Jan suggested that Faculty Senate review it and if they request it then further action would be taken. Jan did agree to review some Spam Filter products. Some discussion on new version of SO BIG virus coming out after September 11th. It was recommended that Jeff send email to faculty & staff to advise against using the PREVIEW PANE.

Password protection of faculty web pages. Question remains- If the technology supports password protection- does Academic Affairs have a problem with it? (Dr. Minks will review.) Who needs this capability? What are the specific needs?

****SIDE TOPIC**** Text book publisher packages: Some discussion regarding the pros and cons of this supplemental software as it relates to adoption of instructional technologies and other software. It was recommended by Jan that faculty should start the approval process at least a semester in advance so that support issues can be anticipated. A process should be implemented to as to how to inform faculty. Dr. Minks confirmed that the deans had been briefed on this matter and Jan stated that there is policy in place that covers the purchasing of instructional technologies. Requests to adopt software included with textbooks should follow the same procedures as requests to purchase software.

Search engine for the RSU web site is on the ACS "to do" list- Only support for RSU website is student worker.

Peter has requested Testing Centers hours be posted online. Jeff said there is a new Student Resources area about to be deployed. He is to get back with the rest of committee as to when this will be deployed.

Distance Education Update – Myra gave brief update on status of distance ed classes. All CV classrooms are stable and online classes got underway successfully.

Computing Services Update – Jan briefed the committee on specific ACS updates:

All students must now log on at all campuses in all labs.

- Printing controls at Pryor and Bartlesville installed
- All faculty now have Dells
- Goal to have every machine at least a 266 MH and to support Windows 2000 fully for better centralized management.
- Cabeling being done in new library
- NCA website on Campus Net. Campusnet.rsu.edu
- Working on putting up new bulletin
- New version of AC POL Pr Manual
- Automating Admissions Process (In Progress)
- In May-every lab was updated IE-security patches- plug ins
- Worked with Enrollment Manager to ensure that email addresses are on class rosters. Faculty can also print. Rosters from ALPHA with email addresses.
- Social Security numbers will no longer be used in the future (in progress) Software vendor is hold up - Also working with e-college to do this as well.