



AGENDA

IUPUI Faculty Council Technology Committee

Monday, September 8, 2009

9:00 – 11:00 am, UL 1126

Guest: Stacy Morrone

1. Call to Order and Introductions (15 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of May 4, 2009 Meeting (5 min)
4. Chair's Report (5 min)
5. Introduction and Retrospective (*Elmore, Morrone*) (10 min)
6. Planning for Rest of Academic Year (30 min)
7. Other Business (10 min)
8. Adjournment

Meeting Dates for 2009/10:

September 8, 2009
October 13, 2009
November 10, 2009
December 8, 2009

January 12, 2010
February 9, 2010
March 9, 2010
April 13, 2010 (UL 1116)

All meetings on Tuesdays, 9:00 – 11:00 am in UL 1126 except as noted.

AGENDA

IUPUI Faculty Council Technology Committee

Tuesday, October 13, 2009

9:00 – 11:00 am, UL 1126

Guest: Stacy Morrone

1. Call to Order and Introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of Sept 9, 2009 Meeting (5 min)
4. Chair's Report (5 min)
5. Discussion of priority items (25 min)
 - a. Review of Information and IT Policies
 - b. Input into Empowering People (ITSP2)
 - c. Transition of STF administration
6. Discussion of other items (25 min)
 - a. Combined Communication and Support
 - b. Research Technology
 - c. Oncourse "surge" capacity
7. Other Business (10 min)
8. Adjournment

Meeting Dates for 2009/10:

September 8, 2009

October 13, 2009

November 10, 2009

December 8, 2009

January 12, 2010

February 9, 2010

March 9, 2010

April 13, 2010 (UL 1116)

All meetings on Tuesdays, 9:00 – 11:00 am in UL 1126 except as noted.

AGENDA

IUPUI Faculty Council Technology Committee

Tuesday, November 10, 2009

9:00 – 11:00 am, UL 1126

Guests: Stacy Morrone, Sue Workman, Mark Bruhn

1. Call to Order and introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of Oct 13, 2009 Meeting (5 min)
4. Update on transition of STF administration (Stacy Morrone, Sue Workman, Associate Vice President, Communication and Support) (30 min)
5. Review of trip to study testing centers at BYU (Stacy Morrone) (10 min)
6. What does Assurance Really Mean? (Mark Bruhn, Associate Vice President, Information and Infrastructure Assurance) (40 min)
7. Discussion of Draft proposal on Information Governance (ISPP-25) (20 min)
8. Other Business (5 min)
9. Adjournment

Meeting Dates for 2009/10:

September 8, 2009

October 13, 2009

November 10, 2009

December 8, 2009

January 12, 2010

February 9, 2010

March 9, 2010

April 13, 2010 (UL 1116)

All meetings on Tuesdays, 9:00 – 11:00 am in UL 1126 except as noted.

AGENDA

IUPUI Faculty Council Technology Committee

Tuesday, December 8, 2009

9:00 – 11:00 am, UL 1126

Guests: *Eric Cosens, Dennis Cromwell, Mark Federwisch, John Kremer, Merri Beth Lavagnino, Stacy Morrone, Barry Walsh, Sue Workman*

1. Call to Order and introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of Nov. 10, 2009 Meeting (5 min)
4. Chair's Report (5 min)
5. Discussion of reliability and capacity of central systems (OnCourse, etc.) (30 min)
(Dennis Cromwell, Barry Walsh, Stacy Morrone)
6. Discussion of Draft proposal on Web Site Privacy Notices (ISPP-24) (20 min)
(Eric Cosens, Merri Beth Lavagnino)
7. Discussion of plans to develop testing facilities (45 min)
(Howard Mzumara, Stacy Morrone, John Kremer, Mark Federwisch)
8. Other Business (5 min)
9. Adjournment

Meeting Dates for 2009/10:

September 8, 2009

October 13, 2009

November 10, 2009

December 8, 2009

January 12, 2010

February 9, 2010

March 9, 2010

April 13, 2010 (UL 1116)

All meetings on Tuesdays, 9:00 – 11:00 am in UL 1126 except as noted.

Amended

AGENDA

IUPUI Faculty Council Technology Committee

Tuesday, March 9, 2010

9:00 – 11:00 am, UL 1126

Guests: David Goodrum, Stacy Morrone

1. Call to Order and introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of Dec. 8, 2009 Meeting (5 min)
4. Chair's Report (5 min)
5. Discussion of Sakai 3 (30 min)
(David Goodrum, Stacy Morrone)
6. Discussion of vision for testing facilities (30 min)
(Stacy Morrone)
7. Other Business (5 min)
8. Adjournment

Meeting Dates for 2009/10:

September 8, 2009
October 13, 2009
November 10, 2009
December 8, 2009

January 12, 2010
February 9, 2010

March 9, 2010

April 13, 2010 (UL 1116)

All meetings on Tuesdays, 9:00 – 11:00 am in UL 1126 except as noted.

Amended

AGENDA

IUPUI Faculty Council Technology Committee

Tuesday, April 13, 2010

9:00 – 11:00 am, UL 1116

Guests: *Eric Cosens, Merri Beth Lavagnino, Stacy Morrone*

1. Call to Order and introductions (5 min)
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of Mar. 9, 2010 Meeting (5 min)
4. Chair's Report (5 min)
5. Discussion of Draft proposal on Web Site Privacy Notices (ISPP-24) (30 min)
(Eric Cosens, Merri Beth Lavagnino)
 - a. Use of Non-IU, Third-Party Hosted Applications and Services
for Instruction (Merri Beth Lavagnino)
6. Discussion of draft Vision Statement on Testing Centers (15 minutes)
(Stacy Morrone)
7. Other Business (5 min)
8. Adjournment

Meeting Dates for 2009/10:

September 8, 2009

October 13, 2009

November 10, 2009

December 8, 2009

January 12, 2010

February 9, 2010

March 9, 2010

April 13, 2010 (UL 1116)

All meetings on Tuesdays, 9:00 – 11:00 am in UL 1126 except as noted.

IUPUI Faculty Council Technology Committee (FCTC) September 8, 2009

Minutes

Members Present: Enrica Ardemagni, Daniel Baldwin, Brenda Burk, James Clack, Garland Elmore (administrative liaison), Andrew Gavrin (chair), Barbara Gushrowski, Pamela Ironside, Josette Jones, Paula Magee, Malika Mahoui, Kimmaree Murday, Thomas Upton, and Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Connie Justice, Joan Kowolik, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Sandra Morzorati, Michael Ney, Michele Roberts

Guests: Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO

Agenda:

1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of May 4, 2009 Meeting
4. Chair's Report
5. Introduction and Retrospective (Elmore, Morrone)
6. Planning for Rest of Academic Year
7. Other Business
8. Adjournment

Handouts (available on Oncourse project site in Resources):

1. May 4 2009 FCTC Meeting Minutes
2. IUPUI Faculty Council Committee Annual Report 2008/09
3. Planning for academic year 2009 – 10
4. Office of the Vice President for Information Technology and CIO organizational chart
5. Indiana University Learning Technologies Steering Committee

-
1. *Call to Order and Introductions.* The meeting was called to order at 9:00 a.m.
 2. *Approval of the Agenda.* The agenda was reviewed and approved by the committee.
 3. *Review and Approval of the Minutes.* The meeting minutes of May 4, 2009 were reviewed and approved by the committee.
 4. *Chair's Report.* This is the first meeting of the 2009 – 2010 academic year and Andrew Gavrin's first meeting as chair of the committee. He welcomed any suggestions the group might have for the year.
 5. *Introduction and Retrospective.* Garland Elmore provided an overview of the Office of the Vice President for Information Technology (OVPIT). He distributed the OVPIT organizational chart. Stacy Morrone reported that the Learning Technologies Steering Committee was approved by the University Faculty Council. Three members of the FCTC are on the Learning Technologies Steering Committee.

6. *Planning for Rest of Academic Year.*

The priority topics for the year are:

- a. Review of Information and IT Policies
- b. Input into *Empowering People* (ITSP2) transition plans
- c. Review of the transition of the Student Technology Fee administration

New topics suggested for the year are:

- a. Combined communication support (Sue Workman, Associate Vice President, Support)
- b. The University Information Policy Office (Mark Bruhn, Associate Vice President, Information and Infrastructure Assurance)
- c. Learning technologies as that support RISE, successes, PULs, graduate education
- d. Assessment, especially ePortfolio
- e. Early warning system
- f. Card swipe
- g. Oncourse
- h. Testing centers
- i. Use of IUPUI Scholar Works and open access (David Lewis, Assistant Vice President for Digital Scholarly Communications)
- j. Research Technologies
 - Research and graduate education technologies
 - Overview of Research Technologies and current resources that can be used by the largest group
 - Tour the ICTC building
 - Slashtmp
 - Mechanism for seeking grants
 - Process to determine what future investments to make

On September 1, 2009 Purdue announced an early warning system (see <http://www.purdue.edu/UNS/x/2009b/090827ArnoldSignals.html>).

Andy Gavrin asked that the FCTC email suggestions to him to add to the agenda for the year.

7. *Other Business.* N/A.

8. *Adjournment.* The meeting adjourned at 10:55 a.m.

Next Meeting: October 13, 2009, 9:00 a.m. – 11:00 a.m., UL 1126

Prepared by Theresa Walsh and Andrew Gavrin.

IUPUI Faculty Council Technology Committee (FCTC)
October 13, 2009

Minutes

Members Present: James Clack, Garland Elmore (administrative liaison), Andrew Gavrin (chair), Barbara Gushrowski, Josette Jones, Kimmaree Murday, Michael Ney, Thomas Upton, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Enrica Ardemagni, Daniel Baldwin, Brenda Burk, Pamela Ironside, Connie Justice, Joan Kowolik, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Paula Magee, Malika Mahoui, Sandra Morzorati, Michele Roberts

Guests: Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO

Agenda:

1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of September 9, 2009 Meeting
4. Chair's Report
5. Discussion of priority items
 - a. Review of Information and IT Policies
 - b. Input into *Empowering People* (ITSP2)
 - c. Transition of STF administration
6. Discussion of other items
 - a. Combined Communication and Support
 - b. Research Technology
 - c. Oncourse "surge" capacity
7. Other Business
8. Adjournment

Handouts (available on Oncourse project site in Resources):

- Draft September 9, 2009 FCTC Meeting Minutes

-
1. *Call to Order and Introductions.* The meeting was called to order at 9:00 a.m.
 2. *Approval of the Agenda.* The agenda was reviewed and approved by the committee.
 3. *Review and Approval of the Minutes.* The meeting minutes of September 9, 2009 were reviewed and approved by the committee.
 4. *Chair's Report.* The Learning Technologies Steering Committee is proceeding. One campus has not named a representative. The agenda setting meeting will be scheduled.
 5. *Discussion of Priority Items.*
 - a. Review of Information and IT Policies. The schedule for this topic is determined when policies are ready for the committee to review. Garland Elmore will follow up with Mark Bruhn, Associate Vice President for Information and Infrastructure Assurance, about presenting the broad perspective and the policies that are in process [November or December agenda].
 - b. Input into *Empowering People* (ITSP2). This topic will be on the agenda for many years. David Lewis, Assistant Vice President for Digital Scholarly Communications, is responsible for Recommendation C12,

Recapturing the Scholarly Record. Andy Gavrin will contact David Lewis to ask him to be on the agenda for late spring 2010 or fall 2010. Discuss the following:

- i. Current structures in which faculty may participate
- ii. Scholarly publishing: there is a mechanism to publish internally
- iii. Intellectual property policy (or copyright)
- iv. Electronic textbooks

Address and prioritize *Empowering People* (EP). It was suggested that this committee have a specific discussion on adopting a procedure to discuss EP and the high priorities [November agenda].

- c. Transition of STF administration. This item is ongoing. Invite Stacy Morrone and Sue Workman, Associate Vice President for Support, to the November meeting.
 - i. Review the transition plans of the eighteen schools.
 - ii. Look at the technology administratively and student IT services.
 - iii. Use examples of the transition as case studies and also some examples of unresolved issues where it is unclear whether the students will get the same service.

6. *Discussion of other items.*

- a. Combined Communication and Support
- b. Research Technology
- c. Oncourse "surge" capacity. Invite Barry Walsh, Associate Vice President for Enterprise Software, and Dennis Cromwell, Associate Vice President for Enterprise Infrastructure to talk about what has been done and what is being done [10 minutes each for remarks, and 40 minutes for discussion].
- d. Early warning system
- e. Testing centers: Should we build campus testing centers and what should they do? Stacy Morrone paired with a School of Science faculty member, and Howard Mzumara, director of the IUPUI campus testing center can present the results of the visit to the Brigham Young University testing center [November, December or January agenda].
- f. Electronic Portfolio. This item can be on the March agenda with presenters and discussion. Stacy Morrone can identify presenters.
- g. Windows 7, direct access, security. Mark Bruhn, Associate Vice President for Information and Infrastructure Assurance can be invited.

7. *Other Business.* N/A.

8. *Adjournment.* The meeting adjourned at 10:30 a.m.

Next Meeting: November 10, 2009, 9:00 a.m. – 11:00 a.m., UL 1126

Prepared by Theresa Walsh and Andrew Gavrin.

IUPUI Faculty Council Technology Committee (FCTC)
November 10, 2009

Minutes

Members Present: Brenda Burk, James Clack, Garland Elmore (administrative liaison), Andrew Gavrinn (chair), Barbara Gushrowski, Pamela Ironside, Malika Mahoui, Sandra Morzorati, Kimmaree Murday, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Enrica Ardemagni, Daniel Baldwin, Josette Jones, Connie Justice, Joan Kowolik, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Paula Magee, Michael Ney, Michele Roberts, Thomas Upton

Guests: Mark Bruhn, Associate Vice President, Assurance and Public Safety, Office of the Vice President for Information Technology and CIO and Office of the Vice President for Planning and Policy; Eric Cosens, Deputy Policy Officer, University Information Policy Office, Office of the Vice President for Information Technology and CIO; Hadi Kharrazi, School of Informatics; Merri Beth Lavagnino, University Information Policy Officer, University Information Policy Office, Office of the Vice President for Information Technology and CIO; Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO; Sue Workman, Associate Vice President, Support, Office of the Vice President for Information Technology and CIO

Agenda:

1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of October 13, 2009 Meeting
4. Update on Transition of Student Technology Fee Administration (Stacy Morrone, Sue Workman)
5. Review of Trip to Study Testing Centers at Brigham Young University (Stacy Morrone)
6. What does Assurance Really Mean? (Mark Bruhn)
7. Discussion of Draft Proposal on Information Governance (ISPP-25) (Merri Beth Lavagnino, Eric Cosens)
8. Other Business
9. Adjournment

Handouts (available on Oncourse project site in Resources):

- Draft October 13, 2009 FCTC Meeting Minutes
- IUPUI Student Technology Fee Transition Chronology of Discussions 2009
- IUPUI Undergraduate Student Technology Fees, FY 2010 Overview
- IT4U.iupui.edu Flyer
- Vice President for Planning and Policy Organizational Chart
- ISPP-25 Policy: Draft - Information Governance
- ISPP-25.13 FAQ: Information Governance

-
1. *Call to Order and Introductions.* The meeting was called to order at 9:08 a.m.
 2. *Approval of the Agenda.* The agenda was reviewed and approved as presented.
 3. *Review and Approval of the Minutes.* The minutes of the meeting of October 13, 2009 were reviewed and approved.

4. *Update on Transition of Student Technology Fee Administration (Stacy Morrone, Sue Workman).*
Stacy Morrone and Sue Workman provided an update on the transition of the student technology fee administration at IUPUI. They met initially with the schools and then compiled teams to begin the discussion for a 3 year transition. Details on what has been added in the different buildings at IUPUI are available at <http://IT4U.iupui.edu> [see the link "New and Coming Soon" on the sidebar]. Handouts were distributed: the Chronology of Discussions, the IUPUI Undergraduate Student Technology Fees, FY 2010 Overview and FY 2010 Budget Summary, and a flyer about IT4U.iupui.edu.
5. *Review of Trip to Study Testing Centers at Brigham Young University (Stacy Morrone).*
Stacy Morrone, Howard Mzumara, Director, IUPUI Testing Center, John Kremer, Professor, Department of Psychology, School of Science, David Donaldson, Director, Learning Technology Operations and Mark Russell, Lead Software Engineer, Student Technology Centers, Learning Technology Operations visited Brigham Young University (BYU) on October 29, 2009 to learn about the BYU testing center. One area seated 600 people with proctors for paper and pencil tests. About 800,000 tests were administered each year. Another area contained about 60 machines with a card swipe for computer-based tests. The team learned about the processes used by BYU to manage their testing center and also about key technology considerations that need to be addressed for computer-based test administration. A follow up meeting is scheduled with the team in December.
6. *What does Assurance Really Mean? (Mark Bruhn).*
Mark Bruhn, Associate Vice President, Information and Infrastructure Assurance, Office of the Vice President for Information Technology and CIO and Office of the Vice President for Planning and Policy, provided background on the Information and Infrastructure Assurance office. Its earliest predecessor was created in 1997 as the University Computing Security Office, but it has evolved dramatically over the years as risks have increased and changed. Its most recent iteration has broader "assurance" as a main component – assurance involves making sure that IU operations and activities are done in the right way, in a compliance, safety, security, and ethical sense. The University Information Security Office and the University Information Policy Office work to maintain a data management process and to protect data, no matter the medium, especially data which has some sensitivity. Business continuity planners help departments determine what they need to do to continue their operations during interruptions, and to recover to normal after an interruption. The REN-ISAC helps campuses across the country (including IU's) defend their infrastructure by providing actionable threat information. Also, recent organization changes have added IUB police, IUB and IUPUI and University environmental health and safety, and IUB and University emergency preparedness and planning to Mark's responsibilities. Mark also chairs the IUB and University Emergency Preparedness Committees, which help campuses prepare better plans, exercise them, and keep them up-to-date. Mark now reports to both Brad Wheeler, Vice President for Information Technology and CIO, and John Applegate, Vice President for Planning and Policy. Mark distributed the organizational chart for the Office of the Vice President for Planning and Policy. Indeed, as of November 9, 2009, Mark Bruhn's new title is Associate Vice President for Assurance and Public Safety. See <http://www.businesscontinuity.iu.edu/> for a link to a Business Continuity Planning Tool. Emergency planners at university and campus levels may use this tool to import and maintain information in support of business continuity/impact analysis, and disaster recovery planning.
7. *Discussion of Draft Proposal on Information Governance (ISPP-25) (Merri Beth Lavagnino, Eric Cosens).*
Merri Beth Lavagnino, University Information Policy Officer, and Eric Cosens, Deputy Policy Officer distributed the draft ISPP-25 Policy: Information Governance, and the draft ISPP-25.13 FAQ: Information Governance. The policy is in its second review period. Feedback about this draft policy was: How would this policy impact student grading? What does every faculty member know or need to do because of this policy? A digest of essential facts for very common things is needed.
8. *Other Business.* N/A.
9. *Adjournment.* The meeting adjourned at 11:00 a.m.

Action Items: Send questions about ISPP-25 Policy: Information Governance to Andy Gavrin [All].

Next Meeting: December 8, 2009, 9:00 a.m. – 11:00 a.m., UL 1126

Prepared by Theresa Walsh and Andrew Gavrin.

**IUPUI Faculty Council Technology Committee (FCTC)
December 8, 2009**

Minutes

Members Present: Brenda Burk, Garland Elmore (administrative liaison), Andrew Gavrin (chair), Barbara Gushrowski, Hadi Kharrazi, Paula Magee, Kimmaree Murday, Michael Ney, Thomas Upton, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Enrica Ardemagni, Daniel Baldwin, James Clack, Pamela Ironside, Josette Jones, Connie Justice, Joan Kowolik, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Malika Mahoui, Sandra Morzorati, Michele Roberts

Guests: Eric Cosens, Deputy Policy Officer, University Information Policy Office, Office of the Vice President for Information Technology and CIO; Dennis Cromwell, Associate Vice President, Enterprise Infrastructure, Office of the Vice President for Information Technology and CIO; Mark Federwisch, Local Support Provider, School of Science; John Kremer, Professor in Psychology, School of Science; Merri Beth Lavagnino, University Information Policy Officer, University Information Policy Office, Office of the Vice President for Information Technology and CIO; Kathleen A. Marrs, Professor of Biology, School of Science; Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO; Barry Walsh, Associate Vice President, Enterprise Software, Office of the Vice President for Information Technology and CIO

Agenda:

1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of November 10, 2009 Meeting
4. Chair's Report
5. Discussion of Reliability and Capacity of Central Systems (Oncourse, etc.) (Dennis Cromwell, Barry Walsh, Stacy Morrone)
6. Discussion of Draft Proposal on Web Site Privacy Notices (ISPP-24) (Eric Cosens, Merri Beth Lavagnino)
7. Discussion of Plans to Develop Testing Facilities (Howard Mzumara, Stacy Morrone, John Kremer, Mark Federwisch)
8. Other Business
9. Adjournment

Materials (available on Oncourse project site in Resources):

- Draft November 10, 2009 FCTC Meeting Minutes
- Information on Oncourse CL Usage Patterns
- Draft Proposal on Web Site Privacy Notices (ISPP-24)
- Draft Privacy Notice Generator

-
1. *Call to Order and Introductions.* The meeting was called to order at 9:00 a.m.
 2. *Approval of the Agenda.* The agenda was reviewed and approved as presented.
 3. *Review and Approval of the Minutes.* The minutes of the meeting of November 10, 2009 were reviewed and approved.
 4. *Chair's Report.* The November and December meetings have had rather full agendas. January's agenda is light. Some of today's topics may need to be reprised.
 5. *Discussion of Reliability and Capacity of Central Systems (Oncourse, etc.)* (Dennis Cromwell, Barry Walsh, Stacy Morrone). Stacy Morrone, Associate Dean, Learning Technologies, and the chair of the Oncourse

Priorities Committee, provided an overview of the functional side of Oncourse. From the Oncourse Gateway page at <https://oncourse.iu.edu>, click on the link for Enhancements Process to learn more about the Oncourse Priorities Committee (OPC), the Functional Requirements Committee, membership on the committees, and the process that occurs when a suggestion is made. The Functional Requirements Committee looks at the suggestions, gets clarity, and prepares a report for the OPC. Under "The Prioritization Process Timeline," click on the link for Oncourse Enhancements Status. Across the top of the page are links to what has been Approved for Development, Approved for Further Action, Under Consideration, Completed, and Other Activities. Barry Walsh presented information on Oncourse CL Usage Patterns and Oncourse CL Uptime by Semester. Oncourse CL has over 20M requests per day; 250,000 successful requests for pages per day; over 250 gigabytes of data transferred per day; and Oncourse CL is up 99.7% of the time. A consultant was brought in earlier this fall. All the changes that the consultant recommended were made. Testing has been done at 2-3 times the normal load. Barry Walsh anticipates that there will be more robust testing tools in place before the end of May 2010. They are planning to acquire some software profiling tools that will provide faster problem determination when a problem arises and faster restoration of service. There will be no changes to Oncourse in December. Suggestions discussed were:

- a. Put an 'Easy' button on the desktop to report a problem at this time on this machine in this room.
- b. Have an option for "Come help me right now." This has to do with classroom technology and Stacy Morrone will follow up.

Chair Andy Gavrin asked if Stacy Morrone and Dennis Cromwell might be available for the February agenda regarding the scalability issue, and if Barry Walsh might be available in late spring regarding the profiling tools.

6. *Discussion of Draft Proposal on Web Site Privacy Notices (ISPP-24) (Eric Cosens, Merri Beth Lavagnino).* Eric Cosens said that the draft proposal on Web Site Privacy Notices (ISPP-24) was circulated this fall for the first review. The second review will be in the spring. Eric Cosens displayed a Word document of ISPP-24, reviewed the 5 bullets in the Policy Statement, and reviewed the Procedures. The terms in the draft policy are linked to a glossary of terms. The privacy notice generator generates model text using language that has been looked at by Counsel's Office. The privacy notice should appear on the home page and any page of the Web site that actively solicits visitor information. The University Information Policy Office [<http://informationpolicy.iu.edu>] welcomes comments on the draft policy. Contact the office at uipo@iu.edu.
7. *Discussion of Potential Plans to Develop the IUPUI Testing Centers (Howard Mzumara, Stacy Morrone, John Kremer, Mark Federwisch).* Howard Mzumara was not present. Stacy Morrone and John Kremer, Professor, Department of Psychology, School of Science, discussed the possibility of expanding student testing facilities on campus. The primary question discussed was: Are there ways to leverage the testing needs of different schools across campus? Mark Federwisch, Local Support Provider in the School of Science, described the testing center in the School of Science. The FCTC discussed that the next step would be to contact the deans to determine specific school-based needs for testing.
8. *Other Business.* N/A.
9. *Adjournment.* The meeting adjourned at 11:05 a.m.

Action Items:

- Follow up regarding an option on the desktop for "Come help me right now." [Stacy Morrone]
- Contact the deans regarding immediate or future plans for new testing centers. Contact Howard Mzumara. Contact Simon Atkinson regarding his feelings on how as a body the FCTC should move forward. [Andy Gavrin]

Next Meeting: January 12, 2010, 9:00 a.m. – 11:00 a.m., UL 1126

**IUPUI Faculty Council Technology Committee (FCTC)
March 9, 2010**

Minutes

Members Present: Brenda Burk, Garland Elmore (administrative liaison), Andrew Gavrin (chair), Barbara Gushrowski, Pamela Ironside, Hadi Kharrazi, Joan Kowolik, Kathy Lay (executive committee liaison), Malika Mahoui, Sandra Morzorati, Kimmaree Murday, Michele Roberts, Thomas Upton, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Enrica Ardemagni, Daniel Baldwin, James Clack, Josette Jones, Connie Justice, Michael Kubek, Suk-Hee Lee, Paula Magee, Michael Ney

Guests: David Goodrum, Director, Academic and Faculty Services, Learning Technologies, University Information Technology Services; Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO

Agenda:

1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of December 8, 2009 Meeting
4. Chair's Report
5. Discussion of Sakai 3 (David Goodrum, Stacy Morrone)
6. Discussion of vision for testing facilities (Stacy Morrone)
7. Other Business
8. Adjournment

Materials (available on Oncourse project site in Resources):
Draft December 8, 2009 FCTC Meeting Minutes

1. *Call to Order and Introductions.* The meeting was called to order at 9:00 a.m.
2. *Approval of the Agenda.* The agenda was reviewed. David Goodrum added as guest for item 5, Discussion of Sakai 3. The agenda as amended was approved.
3. *Review and Approval of the Minutes.* The minutes of the meeting of December 8, 2009 were reviewed and approved.
4. *Chair's Report.*
 - Andrew Gavrin is on the March 11 Faculty Council Executive Committee agenda: the FCTC would like to know the needs of the schools regarding testing facilities.
 - The first meeting of the Learning Technologies Steering Committee for IU was February 19, 2010. Andy Gavrin invited Stacy Morrone to report on what happened at the meeting. The topics discussed were: a) a new vision about technology and support for the student technology centers, b) general purpose classrooms, c) overview of mobility work at IU [for more information see <http://m.iu.edu>], and d) IT skills and training availability [see <http://ittraining.iu.edu> for more information on lynda.com].
5. *Discussion of Sakai 3 (David Goodrum, Stacy Morrone).* Stacy Morrone, Associate Dean, Learning Technologies, and David Goodrum, Director, Academic and Faculty Services, Learning Technologies, University Information Technology Services provided an overview of Sakai and the work being done on the next version of Sakai (Sakai 3). "The Sakai Collaboration and Learning Environment (locally branded as Oncourse CL) is developed by a community that strives to enable exceptional teaching, learning and research. Sakai collaborators – ranging from educators to engineers – share in their successes and challenges, honing

the community's collective expertise to drive rapid development of this enterprise-ready platform. Sakai is distributed as free and open source software under the Educational Community License" (see <http://sakaiproject.org/>). More than a third of the top 100 universities in the world participate in Sakai, with the system now in use at over 200 other universities, colleges, and schools (see <http://sakaiproject.org/>).

David Goodrum provided a comparison of the current version of Sakai, which is built around individual tools with Sakai 3, which is service-based rather than tool-based. Stacy Morrone noted that a hybrid version of Sakai is planned that allows users to use tools that are available in the current version together with new capabilities that will come with Sakai 3. These new capabilities include social networking, better search capabilities, and increased flexibility of use. To see a screencast of selected Sakai 3 capabilities, see <http://sakaiproject.org/video/sakai-3-screencast>.

6. *Discussion of vision for testing facilities (Stacy Morrone).* Stacy Morrone and Andrew Gavrin led a discussion about testing facilities. Andrew Gavrin sent a note to Uday Sukhatme and Simon Atkinson regarding feedback from the schools on their needs for testing facilities. Andrew Gavrin is on the March 11 Faculty Council Executive Committee agenda. He will ask the Executive Committee if Stacy Morrone and he can provide a brief presentation at the next Faculty Council meeting. What capabilities are needed and wanted? What do the testing facilities have to have? Could more flexibility be provided for students?
7. *Other Business.* N/A.
8. *Adjournment.* The meeting adjourned at 10:40 a.m.

Next Meeting: April 13, 2010, 9:00 a.m. – 11:00 a.m., UL 1116 [note change of location]

Prepared by Theresa Walsh and Andrew Gavrin.

IUPUI Faculty Council Technology Committee (FCTC)
April 13, 2010

Minutes

Members Present: Brenda Burk, Garland Elmore (administrative liaison), Andrew Gavrin (chair), Malika Mahoui, Kimmaree Murday, Michael Ney, Michele Roberts, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Enrica Ardemagni, Daniel Baldwin, James Clack, Barbara Gushrowski, Pamela Ironside, Josette Jones, Connie Justice, Hadi Kharrazi, Joan Kowolik, Michael Kubek, Kathy Lay (executive committee liaison), Suk-Hee Lee, Paula Magee, Sandra Morzorati, Thomas Upton

Guests: Eric Cosens, Deputy Policy Officer, University Information Policy Office, Office of the Vice President for Information Technology and CIO; Merri Beth Lavagnino, University Information Policy Officer, University Information Policy Office, Office of the Vice President for Information Technology and CIO; Stacy Morrone, Associate Dean, Learning Technologies, Office of the Vice President for Information Technology and CIO

Agenda:

1. Call to Order and Introductions
2. Approval of the Agenda
3. Review and Approval of the Minutes of March 9, 2010 Meeting
4. Chair's Report
5. Discussion of Draft Proposal on Web Site Privacy Notices (ISPP-24) (Eric Cosens, Merri Beth Lavagnino)
6. Discussion of Draft Vision Statement on Testing Centers (Stacy Morrone)
7. Other Business
8. Adjournment

Materials (available on Oncourse project site in Resources):

- a. Draft March 9, 2010 FCTC Meeting Minutes
- b. ISPP24-Policy Draft-Web Site Privacy Notices v30e
- c. Web Site Privacy Notice Generator (The direct URL is: <https://informationpolicy.iu.edu/privacynotice/>. Or see the "tools" paragraph in the procedures section of the ISPP24 draft policy Word document.)
- d. Non-IU Apps Services Instruction v.5
- e. IUPUI Testing Centers Draft V2

-
1. *Call to Order and Introductions.* The meeting was called to order at 9:07 a.m.
 2. *Approval of the Agenda.* The agenda was reviewed. 5a was added to the agenda: Use of Non-IU Third-Party Hosted Applications and Services for Instruction (Merri Beth Lavagnino). The agenda as amended was approved.
 3. *Review and Approval of the Minutes.* The minutes of the meeting of March 9, 2010 were reviewed and approved.
 4. *Chair's Report.*
 - Andrew Gavrin was on the March 11 Faculty Council Executive Committee agenda: the FCTC would like to know the needs of the schools regarding testing facilities. The Faculty Council Executive Committee is in agreement that testing centers are an important issue and that the faculty should work with UTTS to explore options.
 - This is the last FCTC meeting of the academic year. Andrew Gavrin will prepare the annual report.

5. *Discussion of Draft Proposal on Web Site Privacy Notices (ISPP-24) (Eric Cosens, Merri Beth Lavagnino).* Eric Cosens, Deputy Policy Officer, University Information Policy Office, Office of the Vice President for Information Technology and CIO, displayed a Word document of ISPP-24 and led a discussion on the draft proposal on Web Site Privacy Notices and the Web Site Privacy Notice Generator. The University Information Policy Office has been meeting with stakeholders to get input on the draft proposal. The first review was in the fall (see the December 8, 2009 minutes). The second review has been this spring. The Bloomington Faculty Council provided feedback on the Scope section in the draft policy, i.e. research web sites. The last paragraph of the Scope section has been changed. It refers to sites that are engaged in research. The FCTC suggested that a definition of web-based research be added to the glossary. The FCTC discussed the Web Site Privacy Notice Generator [<https://informationpolicy.iu.edu/privacynotice/>]. Content owners and site owners would use the generator. Merri Beth Lavagnino, University Information Policy Officer said that currently, there is no legal requirement to have a privacy statement as a higher educational public institution in the state of Indiana. The University Policy Office is working on this now to prepare for the future. The FCTC discussed adding the privacy notice to the Oncourse gateway page. Stacy Morrone will have someone on her team work with Eric Cosens and Merri Beth Lavagnino. Eric Cosens said that the policy and the generator application will be rolled out together. Send comments, concerns, and ideas about the policy to Eric Cosens and Merri Beth Lavagnino in the University Information Policy Office [<http://informationpolicy.iu.edu>] at uipo@iu.edu. For questions, concerns, and ideas for the Web Site Privacy Notice Generator use the feedback link in the Web Site Privacy Notice Generator.
 - a. *Use of Non-IU Third-Party Hosted Applications and Services for Instruction (Merri Beth Lavagnino).* Merri Beth Lavagnino, University Information Policy Officer, distributed a document on non-IU third-party hosted applications and services for instruction. She wants to inform the FCTC and get their input. She said that instructors are using non-IU third-party hosted applications and services for instruction, i.e. Google Aps or Survey Monkey. She asked that the FCTC review the document for content and also for format (printed or a Web site). The FCTC said that it is a useful document, and suggested to periodically disseminate the document through Academic Affairs. Malika Mahoui and Michael Ney volunteered to review the document and provide feedback to Merri Beth Lavagnino at uipo@iu.edu.
6. *Discussion of Draft Vision Statement on Testing Centers (Stacy Morrone).* Stacy Morrone, Associate Dean, Learning Technologies, distributed a draft Vision Statement on Testing Centers written by Andrew Gavrin, Stacy Morrone and John Gosney. The FCTC discussed the draft. As an addendum or appendix, add the following to the draft: a) a needs assessment, b) technical requirements, and c) a set of principles for how to move forward. Stacy Morrone will update the draft and send it to the FCTC. Andrew Gavrin will forward it with a recommendation for a faculty survey, to the FC Executive Committee, or meet with Uday Sukhatme and Garland Elmore. The FC Executive Committee is scheduled to meet April 22, April 29, May 20 and May 27. A subcommittee will be formed to gather data on the need for expanded testing facilities. Kimmaree Murday and Brenda Burk volunteered for the subcommittee. It was suggested that Barbara Gushrowski might be interested in being on the subcommittee.
7. *Other Business.* N/A.
8. *Adjournment.* The meeting adjourned at 10:40 a.m.

Next Meeting: Fall 2010