

Minutes of Meeting
Technical Services Committee
October 17, 2003

Convened: 11:05 a.m.

Present: Paul Mullins, Bryan Dyer, Wendy Morrison, Ed Naglehout, Enrica Ardemagni, Julie Freeman, Margie Ferguson, Didier Bertrand, David Donaldson, Mike Scott

I. Election of Chair

A. Didier Bertrand was elected Chair of the Technical Services Committee

II. Future meetings

A. 9:00 AM - 10:00 AM, Friday, November 7, 2003

B. 1:00 PM – 2:30 PM, Friday, December 5, 2003

C. 10:30 AM – 12:00 PM, Friday, January 23, 2004

III. Technical Services status report, Scott

A. Pay for printing

1. Liberal Arts will participate in the pay for printing system starting July 1, 2004.
2. Initial costs will be approximately \$7,000 based on ten other IUPUI units participating.
3. CA231 will be the only Liberal Arts location where pay for printing is activated.

B. Cavanaugh A/V support proposal

1. UITS proposed that Liberal Arts assume responsibility for providing audio visual support for Cavanaugh Hall and SI building.
2. UITS would fully fund one full time position and part time wages for the first year. This funding would be dropped by 1/3 for the next three years, and Liberal Arts would then fully fund the wages of the technicians.
3. UITS would provide \$40,000 to upgrade CA classrooms.

4. UITS would provide life-cycle funds to keep CA classrooms current.
5. Liberal Arts declined to participate in this pilot program given resource issues.
6. Liberal Arts may choose to revisit the proposal in the future.

C. BS3000 proposal

1. UITS proposed giving space in BS3000 to Liberal Arts to relocate some or all of the MLRC (Multimedia Language Resource Center).
2. This would be shared space with International Programs and UITS
3. WLAC and other Liberal Arts departments are considering the options, especially in light of the need to upgrade the ten year old MLRC.
4. This may be the only avenue to fund such an upgrade.
5. Susan Sutton was writing a proposal to the Indiana State Legislature for "Earmarked Funds".

D. MLRC Coordinator

1. Wayne Husted has accepted the position of Acting Coordinator of the Multimedia Language Resource Center.
2. His appointment will be for one calendar year.
3. He will continue in his current role as Coordinator of the SSCC.
4. Liberal Arts will evaluate management options as more information about the Sutton proposal are known.

E. Windows 2000/XP migration

1. All Liberal Arts Windows workstations must be upgraded to Windows 2000 or XP by January, 2004.
2. Windows 9.x or earlier versions will not connect to IU networks.

F. Liberal Arts security issues

1. Several worms and viruses were causing problems for Liberal Arts users at the beginning of the semester.

2. Liberal Arts users have been encouraged to leave their workstations on.
3. Windows 98 users must manually update their operating systems
4. Windows 2000 and XP workstations have been set to update automatically
5. Technical Services is experimenting with remote deployment of patches.
6. Infected workstations have been removed from the IU network, and this will continue as needed.
7. When UITS/ITSO can't identify the source of a worm it has and will continue to block entire subnets or floors.
8. Home users are encouraged to keep their operating systems and virus definitions current.
9. Bill Stuckey and Mike Scott have made visits to departmental meetings discussing this and other issues.

G. Budget

1. The Liberal Arts budget process has been improved significantly.
2. Technical Services' budget is a better reflection of anticipated expenses.
3. Given possible budget issues for the Spring and Summer 2004 semesters, Technical Services is being frugal with hiring part time consultants.
4. Given budget issues STF tech grants to support technology in teaching and learning may be modified.

H. Departmental Visits

1. Mike Scott and Bill Stuckey are visiting departments to address several issues.
 - a. Liberal Arts workstations are to be left on 24/7.
 - b. Liberal Arts faculty and staff are encouraged to use network file storage for backup and sharing of documents.
 - c. See security issues above.

IV. Network fixes

- A. Technical Services staff will fix a problem with the IP database for Cavanaugh Hall users during the Winter Break.
- B. CA users should expect network outages during that time.
- C. CA labs will be open for faculty and staff to do their work.

Adjourned 12:00 PM