



## AGENDA

### IUPUI Faculty Council Technology Committee

Monday, September 24, 2007

9:00 – 11:00 am, IT 303

**Guests:** *Stacy Morrone, Dennis Cromwell, and IFC Distance Education Committee (Henry Merrill, Chair)*

1. Call to order
2. Approval of the agenda (5 min)
3. Approval of the minutes of May 7, 2007 meeting (5 min)
4. Chair's report (15 min)
5. Strategies for alternate course communications when technology fails (*All*) (40 min)
6. Steering committee proposal (*Elmore and Morrone*) (25 min)
7. Student e-mail project (*Cromwell*) (25 min)
8. Other business (5 min)
9. Adjournment

**Meeting Dates for Fall 2007:**

- September 24
- October 15
- November 5
- December 3

*All on Mondays, 9:00 – 11:00 am in IT 541*



## AGENDA

### IUPUI Faculty Council Technology Committee

Monday, October 15, 2007

9:00 – 11:00 am, IT 541

**Guests:** *Eric Cosens, Dennis Cromwell, Merri Beth Lavagnino, Kimberly Milford, Stacy Morrone*

1. Call to order
2. Approval of the agenda (5 min)
3. Approval of the minutes of September 24, 2007 meeting (10 min)
4. Chair's report (10 min)
5. Progress on the teaching technologies steering committee (*Morrone*) (15 min)
6. 'After action review' of Oncourse problems (*Milford*) (20 min)
7. Update on student e-mail project (*Cromwell*) (15 min)
8. Review of policies IT-07, 19 and 20 (*Hoyt, McGrew, Cosens, Lavagnino*) (15 min)
9. Review of policy IT-19 (*Morgan, Stoten, Cosens, Lavagnino*) (15 min)
10. Review of policy IT-20 (*Jones, Koponen, Cosens, Lavagnino*) (15 min)
11. Other business (5 min)
12. Adjournment

**Meeting Dates for Fall 2007:**

- September 24
- October 15
- November 5
- December 3

*All on Mondays, 9:00 – 11:00 am in IT 541*



## AGENDA

### IUPUI Faculty Council Technology Committee

Monday, November 5, 2007

9:00 – 11:00 am, IT 541

**Guest:** *Kimberly Milford*

1. Call to order
2. Approval of the agenda (5 min)
3. Approval of the minutes of October 15, 2007 meeting (10 min)
4. Chair's report (15 min)
5. Progress on the 'after action review' of Oncourse problems (*Milford*) (15 min)
6. IT Governance and new initiatives (*Elmore*) (20 min)
7. General discussion on the committee's current and future roles (30 min)
8. Other business (5 min)
9. Adjournment

**Meeting Dates for Fall 2007:**

- September 24
- October 15
- November 5
- December 3

*All on Mondays, 9:00 – 11:00 am in IT 541*



## AGENDA

### IUPUI Faculty Council Technology Committee

Monday, December 3, 2007

9:00 – 11:00 am, IT 541

**Guest:** *Eric Cosens, Christine Fitzpatrick, Merri Beth Lavagnino, and Sue Workman*

1. Call to order
2. Approval of the agenda (5 min)
3. Approval of the minutes of November 5, 2007 meeting (10 min)
4. Chair's report (15 min)
5. 'Communication Strategies' (*Workman, Fitzpatrick*) (40 min)
6. Policy IT-07 Revisited (*Cosens, Lavagnino*) (10 min)
7. Second review of the policy IT-19 (*Morgan, Stoten, Cosens, Lavagnino*) (15 min)
8. Second review of the policy IT-20 (*Jones, Koponen, Cosens, Lavagnino*) (15 min)
9. Other business (10 min)
10. Adjournment

**Meeting Dates for Fall 2007:**

- September 24
- October 15
- November 5
- December 3

*All on Mondays, 9:00 – 11:00 am in IT 541*



## AGENDA

### IUPUI Faculty Council Technology Committee

Monday, January 14, 2008

9:00 – 11:00 am, IT 541

**Guest:** *Brad Wheeler, Eric Cosens, and Merri Beth Lavagnino*

1. Call to order
2. Approval of the agenda (5 min)
3. 'IT Visions, Strategies, and Priorities' (*Wheeler*) (40 min)
4. Review and approval of the minutes of December 3, 2007 meeting (10 min)
5. Chair's report (15 min)
6. Third review of the policy IT-19 (*Morgan, Stoten, Cosens, Lavagnino*) (15 min)
7. Third review of the policy IT-20 (*Jones, Koponen, Cosens, Lavagnino*) (15 min)
8. Other business (10 min)
9. Adjournment

**Meeting Dates for Spring 2008:**

- January 14
- February 11
- March 3
- April 14
- May 6

*All on Mondays, 9:00 – 11:00 am in IT 541, except May 6, Tuesday.*



## AGENDA

### IUPUI Faculty Council Technology Committee

Monday, February 11, 2008

9:00 – 11:00 am, IT 541

**Guest:** *Mark Bruhn, Stacy Morrone, Robert True*

1. Call to order
2. Approval of the agenda (5 min)
3. Review and approval of the minutes of January 14, 2007 meeting (10 min)
4. Chair's report (15 min)
5. Emergency Notification System (*Bruhn and True*) (30 min)
6. Learning Technologies Steering Committee update (*Morrone*) (15 min)
7. Thin Client Pilot discussion (*Morrone*) (15 min)
8. Oncourse Priorities Committee update (*Morrone*) (15 min)
9. Other business (10 min)
10. Adjournment

**Meeting Dates for Spring 2008:**

- January 14
- February 11
- March 3
- April 14
- May 6

*All on Mondays, 9:00 – 11:00 am in IT 541, except May 6, Tuesday.*



## AGENDA

### IUPUI Faculty Council Technology Committee

Monday, March 3, 2008

9:00 – 11:00 am, IT 541

**Guest:** *Kim Milford, Sue Workman*

1. Call to order
2. Approval of the Agenda (5 min)
3. Review and approval of the minutes of February 11, 2008 meeting (10 min)
4. Chair's Report (15 min)
5. Communication Procedures and Tools (*Workman*) (30 min)
6. Open Courseware and Intellectual Property (*Milford*) (30 min)
7. Other Business (10 min)
8. Adjournment

#### **Meeting Dates for Spring 2008:**

- January 14
- February 11
- March 3
- April 14
- May 6

*All on Mondays, 9:00 – 11:00 am in IT 541, except May 6, Tuesday.*



## AGENDA

### IUPUI Faculty Council Technology Committee

Monday, April 14, 2008

9:00 – 11:00 am, IT 541

**Guest:** *Tom Davis*

1. Call to Order
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of March 3, 2008 Meeting (10 min)
4. Chair's Report (15 min)
5. Security and Privacy Program (*Davis*) (30 min)
6. IT Strategic Plan (*Elmore*) (10 min)
7. President's Academic Initiative (1% Service Budget Reduction) (*Elmore*) (15 min)
8. Basic Technology Needs at IUPUC (*Clack*) (15 min)
9. Other Business (10 min)
10. Adjournment

**Meeting Dates for Spring 2008:**

- January 14
- February 11
- March 3
- April 14
- May 6

*All on Mondays, 9:00 – 11:00 am in IT 541, except May 6, Tuesday.*



## AGENDA

### IUPUI Faculty Council Technology Committee

Tuesday, May 6, 2008

9:00 – 11:00 am, IT 541

**Guest:** *Christine Fitzpatrick, Stacy Morrone*

1. Call to Order
2. Approval of the Agenda (5 min)
3. Review and Approval of the Minutes of April 14, 2008 Meeting (10 min)
4. Chair's Report (20 min)
5. Update on Plans for the Vista Upgrade (*Morrone*) (20 min)
6. Update on Strategic Plan Schedule and Events (*Fitzpatrick*) (20 min)
7. Other Business (10 min)
8. Adjournment

***Meeting Dates for Spring 2008:***

- January 14
- February 11
- March 3
- April 14
- May 6

*All on Mondays, 9:00 – 11:00 am in IT 541, except May 6, Tuesday.*

**IUPUI Faculty Council Technology Committee (FCTC)  
September 24, 2007**

**Minutes**

**Members Present:** Hasan Akay, Barbara Christe, James Clack, Garland Elmore, Giles Hoyt, Josette Jones, Paula Magee, Malika Mahoui, John McGrew, Jim Morgan, Kim Murday, Margaret Richwine, Deborah Stiffler, and Sharon Stoten.

**Guests:** Bill Babler, James Daley, Andy Gavrin, Sharon Hamilton, Carol Kegeris, Henry Merrill, Stacy Morrone, Fred Rees, Barry Walsh, and Dennis Cromwell.

**Agenda**

1. *Call to Order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with attachments of the May 7, 2007 minutes, the draft charge for the Learning Technologies Steering Committee, email from Dennis Cromwell regarding student email services, and IUPUI FCTC Policy Review Reporting Form. Hasan Akay welcomed the old and new members of the IUPUI FCTC, guests, and members of the IFC Distance Education Committee and introductions followed. The DE Committee joined the meeting since Oncourse topics were of interest to both committees.

2. *Approval of the agenda.* The agenda was reviewed and the order changed to begin with items of interest to the IFC Distance Education Committee.

3. *Approval of the minutes of May 7, 2007.* The approval of May minutes was postponed until the October meeting due to time constraints.

4. *Chair's report.* There was no chair report due to time constraint.

5. *Strategies for alternate course communications when technology fails.* Stacy Morrone distributed the draft Proposal for Developing a Technology "Plan B"/Technology Failure Contingency Plan. The group discussed strategies in the event of a technology failure. The following suggestions for additional training and communication were proposed. The Center for Teaching and Learning (CTL) could develop a course for delivery in an online environment or traditional classroom setting to cover essential "Plan B" concerns and instruct faculty on how to plan for pedagogical and technology-based alternatives. Another suggestion is creating two-minute video vignettes, developed by the CTL, on the importance of preparing for interruptions in technology with the least impact on teaching and learning. Lastly, IT Training and Education could develop additional materials or classes for instructing faculty on developing effective contingency plans and focusing on being a responsible and professional user of technology. Initial "Plan B" topics to be addressed would be periods when access to Oncourse CL is completely interrupted, periods when access to Exchange email is completely interrupted, and recovering from catastrophic hard drive failure on a personal computer. Communication was discussed and suggestions included communicating early, sending an email message to all faculty, or to technical staff with the subject line stating forward to all faculty immediately to use "Plan B". An important tip is the email archive works without being in Oncourse so that communication to students is possible, including attachments, and everything is archived. The FCTC and DE committee stressed that it was critically important that faculty receive timely information and these communications include alternate strategies in the event that Oncourse is not available (e.g., the recommended use of the email archive distribution feature). UITS plans to do an After Action Review of the outage in Oncourse. The FCTC was encouraged to participate in the AAR process. Stacy Morrone will report back to the FCTC on Plan B strategies. The list of

enhancements approved for development by the Oncourse Priorities Committee (dated 9/13/07) was distributed.

6. *Steering committee proposal.* The Learning Technologies Steering Committee document describes the charge and committee membership with representatives from stakeholders from faculty council distance education and technology committees, students, regional campuses, and an ex-officio member from UITS Research Technologies. This committee will be modeled after the successful Oncourse priorities process. It was recommended that a representative from BFC Distance Education Committee should be added to the membership. The purpose of the committee is to have a clearer conduit to governing organizations and not to detract from the policy making of these committees. A motion to endorse was moved, seconded and unanimously approved. Henry Merrill will lead a discussion with the IFC Distance Education Committee during their next meeting.

7. *Student email project.* Dennis Cromwell provided an update on hosted student email options. Both Microsoft and Google provide at least 2 GB of storage, IM, web publishing for blogs, personal web space, and will not allow advertising for student email. Email will be maintained with an IU domain name such as dcromwell@studentmail.indiana.edu. Privacy policies will be well documented. The next step is to evaluate terms and conditions and legal counsel on both sides are involved. It is doubtful that it will be ready this fall but could be an option late in the semester. Arizona State, University of Pennsylvania and Northwestern have already migrated to hosted student email services.

8. *Other business.* Hasan Akay distributed the Policy Review Reporting Form. IT policies go through 25 stakeholders on campus and more than one cycle of review. Merri Beth Lavagnino will email policies for review to extend the network and wireless network. The FCTC review will be done initially by a primary and secondary reviewer and may be discussed at the November meeting.

9. *Adjournment.* The meeting adjourned at 11:00 a.m.

Next meeting: Monday, October 15, 2007, 9:00-11:00 a.m., IT 541, IUPUI

*Prepared by Carol Kegeris and Hasan Akay*

## IUPUI Faculty Council Technology Committee (FCTC) October 15, 2007

### Minutes

**Members Present:** Hasan Akay, Barbara Christe, James Clack, Garland Elmore, Barbara Gushrowski, Giles Hoyt, Josette Jones, Joan Kowolik, Paula Magee, John McGrew, Jim Morgan, Kim Murday, Deborah Stiffler, and Sharon Stoten.

**Guests:** Eric Cosens, Dennis Cromwell, Carol Kegeris, Merri Beth Lavagnino, Kim Milford, and Stacy Morrone.

### Agenda

1. *Call to order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with attachments of the May and September 2007 minutes and IT policies 7, 19, and 20.
2. *Approval of the agenda.* The agenda was reviewed and the order changed to begin with the student email topic.
3. *Approval of the minutes.* The meeting minutes of May 7 and September 24, 2007 were moved, seconded, and unanimously approved.
4. *Chair's report.* Hasan Akay informed the committee that Bob Vernon was on sabbatical and Jacqueline Blackwell had stepped down as liaison from the Faculty Council Executive Committee. Bart Ng will replace her as the liaison.
5. *Progress on the Learning Technologies Steering Committee.* Stacy Morrone gave an update on schools considered for membership based on the top three degree granting schools. At IUPUI they are Kelley School of Business, Engineering and Technology, and Continuing Studies. At IUB the top three were College of Arts and Sciences, Kelley School of Business, and HPER with Education a close fourth. There was discussion that using the approach of degrees granted would exclude representation from large schools such as Liberal Arts, etc. The FCTC considered rewording the requirements to combine the largest degree granting schools and those with the greatest number of credit hours offered. It was also agreed that for system schools (e.g., Kelley School of Business), there would be one representative on the steering committee from either IUPUI or IUB. To prevent the new committee from becoming too large, use the term "at least" to describe the representatives. The committee will have representatives from the four Faculty Council technology-oriented committees and student representation will come through other committees. Stacy will revise after collecting the data on credit hours offered and send the new phrase to the FCTC for approval. The steering committee will meet once this semester to be charged and gather for a retreat in the spring similar to the Oncourse Priorities Committee.
6. *"After Action Review" of Oncourse problems.* Kim Milford, Special Assistant to the VP for Information Technology and CIO, is facilitating the "After Action Review" of Oncourse problems from the beginning of the semester. Kim distributed the Debrief Agenda that included thirteen items for discussion by the group of 20-25 people. There were software problems with the gateway from Oracle to Oncourse bumping up against memory limits. As of mid-October IU migrated to a 64 bit architecture for internal memory. Things that went well included setting up a video command center and pulling in staff that were available because of the change freeze to work on problems.

Suggestions for improvement were a web banner, text message or targeted mailing list for communication, contingency plans, and synthesizing the testing and monitoring tools for the full picture. Kim invited the group to give suggestions for improvements. Barb Christie is heading a separate committee on communication and levels of severity that will report to the FCTC in November.

7. *Update on the student e-mail project.* Dennis Cromwell reported it is taking longer than planned to evaluate the terms of the agreement for hosted student email. The university hopes to announce the vendor(s) in early November. The roll out will be for new accounts, those admitted after the announcement, to work through any issues without concern for a legacy program. The option may be made available for existing students in late January. There will be an evaluation period before migrating existing mail in the future. The FCTC members may be considered for participation in a pilot.
8. *Review of policies IT-07.* The committee discussed the draft policy IT-07 Privacy of Electronic Information and Information Technology Resources in its second review. John McGrew and Giles Hoyt were the primary and secondary reviewers for the FCTC providing comments. Merri Beth Lavagnino and Eric Cosens from the Information Policy Office gave an overview of the policy. The FCTC reviewed IT-07 last spring however the BFC Technology Policy Committee made slight changes that did not affect the philosophy of the policy. Changes include adding “make reasonable efforts” to report such access to the affected individual prior to that access on page two of the policy. The FCTC recommended using e.g. (for example) instead of i.e. When there is a suggestion of a lawsuit (even verbal) all relevant data must be preserved from anyone involved (item d under Preservation). The wording will reflect freezing the process of normal deletion until the appropriate authorization is obtained within a specific time. The FCTC unanimously approved the changes.
9. *Review of policy IT-19.* The FCTC reviewers for IT-19 Extending the University Data Network were Jim Morgan and Sharon Stoten. The university has been working under this policy in draft form for some time. In the Procedures section the group recommended changing “remote access services” to “remote access server” (page 1). Remoting into a computer from home is appropriate but providing a server for others to use and get an IP number from is not allowed. Merri Beth Lavagnino and Eric Cosens will share the revised policy text with the FCTC after additional feedback from other committees.
10. *Review of policy IT-20.* Tim Koponen and Josette Jones were the FCTC reviewers for IT-20 Wireless Networking. The handout Wireless Networking Standards will be used by technicians instead of a policy document. The document states that departments desiring to implement wireless or temporary hubs at locations lacking direct Ethernet connection to the campus network must receive an approved exception from UITS Telecommunications. There was discussion about interference and how it should be handled.
11. *Other business.* No other business.
12. *Adjournment.* The meeting adjourned at 11:20 a.m.

Next meeting November 5, 2007, 9:00-11:00 a.m., IT 541, IUPUI

*Prepared by Carol Kegeris and Hasan Akay*

## IUPUI Faculty Council Technology Committee (FCTC) November 5, 2007

### Minutes

**Members Present:** Hasan Akay, Barbara Christe, James Clack, Garland Elmore, Barbara Gushrowski, Josette Jones, Joan Kowolik, Suk-Hee Lee, Malika Mahoui, Jim Morgan, Kim Murday, Bart Ng, Peggy Richwine, Deborah Stiffler, and Bob Vernon

**Guests:** Carol Kegeris and Kim Milford

#### Agenda

1. *Call to order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with the October 2007 minutes attached.
2. *Approval of the agenda.* The agenda was reviewed and the order changed to end with the Second Life presentation by Bob Vernon.
3. *Approval of the minutes.* The meeting minutes of October 15, 2007 were moved, seconded, and unanimously approved.
4. *Chair's report.* Hasan Akay reported the Learning Technologies Steering Committee (LTSC) proposal was submitted to the Faculty Council Executive Committee for review. Faculty President Bart Ng is working with Lisa Pratt at IUB to bring the proposal to the University Faculty Council representatives for all campuses however the Executive Committee hasn't met since receiving the draft of the LTSC. Professor Ng met with Vice President for Information Technology Brad Wheeler, spoke to faculty, and talked with Cindy Hollingsworth who sends weekly notes to Nursing faculty about Oncourse problems and solutions. Barb Christe, Oncourse Faculty Fellow, posts twice weekly tips on her workspace and will forward to the FCTC Stacy Morrone's response to the IUSB and IUPUI Liberal Arts Concerns about Oncourse. Professor Christe is also working on communication for crisis and evaluating levels of severity as well as when and to whom to communicate.
5. *Progress on the After-Action-Review of Oncourse Problems.* Kim Milord provided an update on the UITs after-action-review of the Oncourse CL availability incident at the beginning of the fall semester to determine what steps can be taken to minimize future risks and impact. A group of 20-25 key leaders and technologists met to consider feedback from stakeholders and articulated technical, procedural, and communication enhancements, many of which are already planned or acted upon. Technical enhancements include an Oncourse database memory upgrade, drafting a proposal to acquire load testing software in the coming weeks for all application areas providing scalable and comprehensive analyses, and researching additional analytical, monitoring and alarming tools. In addition, a meeting is scheduled in early November to discuss a periodic extract of production Oncourse priority data (e.g., Gradebook, assignments) into another storage environment, allowing faculty to extract, analyze, and manipulate data for Oncourse CL in the case of technical interruptions. It will not allow any changes made to the data to be uploaded back to Oncourse. This requires additional research but it is hoped that a small pilot may be available by the end of the semester. Procedural enhancements consist of establishing a persistent videoconferencing bridge to assist in troubleshooting high severity incidents, developing training by the Center for Teaching and Learning for faculty to work around technical interruptions, and ongoing efforts to determine the critical functionality in Oncourse. Communications enhancements involve planned development of

targeted mailing lists, a review and enhancement of UITS Support communication procedures for Oncourse, and other mechanisms to notify affected faculty members are being researched.

There was discussion on how soon to notify users when there is a problem and involving faculty is critical. The Oncourse admin listserv was very active during the interruption but the information didn't always disseminate to others who may need to know. Mass mailing requires Chancellor approval and the committee questioned the applicability of this policy in wide-scale outages. Setting up a listserv with a large set of users was discussed that allowed them to opt out and set their own level of criticality for messages. Research is needed for other notification methods. Mark Bruhn could be invited to an FCTC meeting to discuss IU's Emergency Notification System and ways it may be used. General consensus was to pursue a splash screen that contains messages on outages or information similar to the Department of Homeland Security color levels.

6. *Overview of Second Life.* Bob Vernon gave a presentation on Second Life, a virtual world that holds potential for teaching and learning. Possible applications that are relevant for several disciplines including art and design, business, dentistry, education, engineering and technology, health sciences, informatics, journalism, law, liberal arts, library and information science, music, physical education and tourism management, public and environmental affairs, and social work were discussed. Second Life is adaptable to many teaching approaches although access and connectivity issues must be considered. Garland Elmore suggested arranging a workshop for faculty on Second Life led by Bob Vernon and John Gosney.
7. *IT Governance and New Initiatives.* Garland Elmore distributed the organization chart for the Office of the Vice President for Information Technology (OVPIT) and gave an overview of IT governance and new initiatives. To provide the historical context for the current organization, he mentioned that ten years ago Michael McRobbie was appointed the first VP for IT and led the development of the IT Strategic Plan, which included ten recommendations and sixty-eight action items. The plan was substantially completed by the time VP McRobbie assumed additional responsibility as VP for Research and then as the IUB Provost. Last summer when VP and Provost McRobbie was named Indiana University President, Brad Wheeler was named VP for Information Technology and CIO. Information on IT initiatives can be found at <http://uits.iu.edu/scripts/ose.cgi?auza.ose.help> and is updated monthly.
8. *Discussion on Committee's Current and Future Roles.* The discussion focused on faculty and administrative advisory committees. Garland Elmore provided a list of committees from the cabinet level to student advisory committees. The Vice President and CIO's Cabinet meets monthly to develop and review strategies, to evaluate cost and quality of UITS services, and to improve internal cross-divisional communication. An IT Leadership Summit including regional campus CIOs, UITS directors, and the VP Cabinet is held twice a year. Administrative committees are being reaffirmed, while others are up for review, or just forming for the academic year. Sue Workman, AVP for Support, will chair a new IUB/IUPUI Technology Managers Council. VP Brad Wheeler will chair student advisory committees at IUB and IUPUI and is in the process of obtaining nominations from the Dean of Students. The Quality Council is reviewing ten years of data considering ways to improve service. Committee chairs often serve on other committees (e.g. Hasan Akay serves on the FCTC and Quality Council) to help ensure representation of faculty and students. Carol Kegeris is working on a list of the committees' membership that shows how members serve on multiple committees. Send any comments or suggestions to Garland Elmore about committee membership.

9. *Other business.* No other business.

10. *Adjournment.* The meeting adjourned at 11:15 a.m.

Next meeting December 3, 2007, 9:00-11:00 a.m., IT 541, IUPUI

*Prepared by Carol Kegeris and Hasan Akay*

## IUPUI Faculty Council Technology Committee (FCTC) December 3, 2007

**Members Present:** Hasan Akay, James Clack, Garland Elmore, Giles Hoyt, Josette Jones, Carol Kegeris (Minutes Recorder), Joan Kowolik, Paula Magee, Malika Mahoui, John McGrew, Kim Munday, Peggy Richwine, Sharon Stoten, and Bob Vernon.

**Guests:** Eric Cosens, Christine Fitzpatrick, Merri Beth Lavagnino, and Sue Workman.

### Agenda

1. *Call to order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with the November 2007 minutes and policies IT-07, IT-19, and IT-20 attached.
2. *Approval of the agenda.* The agenda was reviewed and approved by the committee.
3. *Approval of the minutes.* The meeting minutes of November 5, 2007 were moved, seconded, and unanimously approved.
4. *Chair's report.* Hasan Akay reported that Carol Kegeris will continue as the Minutes Recorder for the Faculty Council Technology Committee. The group will discuss dates for spring semester meetings with a preference for the first or second Mondays from 9:00-11:00 a.m. Bob Vernon and Stacy Morrone will follow-up with the Center for Teaching and Learning regarding sponsoring a workshop on Second Life and dates are currently being reserved. Mark Bruhn will be invited to a meeting next year to provide information on IU's emergency notification system. The proposal for the Learning Technologies Steering Committee is in the process of being reviewed by the IUB Faculty Council Technology Committee chaired by Dennis Groth.
5. *Communication Strategies.* AVP for Support Sue Workman and Christine Fitzpatrick, Communications Officer, joined the meeting to discuss communication strategies for service outages and information sharing. IT Now 2.0 is a program being piloted now that allows users to select what service notices they receive and in the future may have different methods of communication such as email, text message, etc. The three types of messages that can be sent are alerts (significant impact to users), announcements (less urgent, e.g., scheduled maintenance), and service news. The first two are published by the Support Center and the third comes from either Online Support or the UITs Communications Office. Service-specific content includes service dependencies so if one service is down that affects many, only one message is sent. For example, if CAS is down, the user is notified only once even if they have selected several services that rely on CAS for authentication. The IT Now 2.0 service will be released in the spring with expandable categories to choose the information users would like to receive as a RSS feed, Really Simple Syndication. See <http://kb.iu.edu/data/apwv.html>. All messages including the OneStart Alert in OneStart are published out of one location so they are consistent and timely. IT Now 2.0 allows IU faculty, staff, and students to subscribe only to services of interest, and does not spam with information not pertinent to their interests. Garland Elmore asked the FCTC to endorse the idea of the IUB and IUPUI deans for IT sending notes to faculty on rare occasions regarding an outage.

Christine Fitzpatrick shared strategies for communication being developed by the UITs Communications Office that include raising awareness and understanding of new initiatives through, among other mechanisms, online publications such as Newsbit, IT@IU, IT News and Events, etc.

This group is involved in events throughout the year such as Making IT Happen, Campus Day, and Faculty Orientation. There are offices on the Bloomington and Indianapolis campuses with liaisons for media relations, events, and university communications who coordinate with communicators on all IU campuses. The focus for the next few years will be on assessing the quality of communication, including clarity, accuracy, and timeliness; developing communications for the extended team of IT advocates and support providers; and increasing awareness of services through various media, including new media. The FCTC members suggested the message needs to be delivered at larger faculty meetings as well. Provide a short overview and tutorial on subscribing to RSS feeds, especially in Outlook, at the January FCTC meeting. Demonstrate how to sign up for news feeds from a number of interfaces.

6. *Policy IT-07Revisited.* Merri Beth Lavagnino and Eric Cosens provided the revised text from policy IT-07 compared to the last time the committee reviewed the policy. The group recommended adding “or school” to the phrase in 1d that now reads “Deceased or Incapacitated Individual receives a written authorization from the senior executive officer of a department or school...” The text in 1b, 1d, and 1g was unanimously approved by the Faculty Council Technology Committee as the changes did not affect the philosophy of the policy.
7. *Second Review of policy IT-19.* The Information Policy Office is seeking feedback on IT-19 by the second week of January 2008 and afterward it goes through the formal approval process. The remote desktop definition was added to the “Extending the Network” section. Exceptions to the policy may be allowed after consulting with UITS technicians.
8. *Second Review of policy IT -20.* The Information Policy Office is seeking feedback on IT-20 by the second week of January 2008 after which it goes through the formal approval process. The FCTC agreed to adding “and/or others” to the Consultation section in IT-20 to read “UITS is available to provide consultation or advice related to this policy and may involve the Information Policy and Information Security offices and/or regional Chief Information Officers (CIOs) and/or others in consultation.”
9. *Other business.* No other business.
10. *Adjournment.* The meeting adjourned at 11:00 a.m.

Next meeting January 14, 2008, 9:00-11:00 a.m., IT 541, IUPUI

*Prepared by Carol Kegeris and Hasan Akay*

## IUPUI Faculty Council Technology Committee (FCTC) January 14, 2008

**Members Present:** Hasan Akay, Barb Christe, James Clack, Garland Elmore, Barbara Gushrowski, Giles Hoyt, Josette Jones, Carol Kegeris (Minutes Recorder), Tim Koponen, Paula Magee, Malika Mahoui, Jim Morgan, Kim Murday, Peggy Richwine, Deborah Stiffler, Sharon Stoten, and Bob Vernon.

**Guests:** Eric Cosens, Merri Beth Lavagnino, and Brad Wheeler.

### Agenda

1. *Call to order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with the December 2007 minutes and policies IT-19 and IT-20 attached.
2. *Approval of the agenda.* The agenda was reviewed and approved by the committee.
3. *IT Visions, Strategies, and Priorities.* Vice President for IT and CIO Brad Wheeler expressed his appreciation for the committee's work on important matters such as policy reviews to ensure they will endure over the years. When VP Wheeler took over as acting CIO he called the organization to work on quality of service, stewardship, and futures. Stewardship involves internal reallocation of funds by cutting budgets to reallocate to new initiatives. Groups are working on charters for these areas and building an extended IT team that is as seamless as possible to students with services provided locally and ones best provided centrally. He shared a note about the semester start up from Sue Workman, VP for Support. There were 5045 contacts at Support Centers, six hundred thousand Knowledge Base (KB) documents read, fifteen thousand consultations in clusters, and twenty-four thousand IUware downloads. 2007-2008 is a year of change with software refreshes, migration to PeopleSoft v9, wireless access, and testing integrated communication with the upgraded telephone switch. Integrated communications will enable new options to work with a soft phone on a PC, divert calls to a cell phone, or change in incoming call to chat. UITS is piloting the Intelligent Infrastructure environment where servers are in the UITS machine room but local support providers can reboot and control them as if they physically had the server. This offer of services to departments will likely work out over time as equipment lifecycles but is up to departments if they want to participate. The FCTC would like to be informed in the planning stage for decisions that affect faculty and feel the proposed Learning Technologies Steering Committee will help to give feedback on major system changes. A list of ongoing projects in OVPIT/UITs is available at [projects.uits.iu.edu](http://projects.uits.iu.edu). The website includes the general purpose and timelines of projects with regular updates. The FCTC may be interested in ePortfolio and faculty reporting and could invite project leaders to future meetings to provide information.
4. *Approval of the minutes.* The meeting minutes of December 3, 2007 were moved, seconded, and unanimously approved.
5. *Chair's report.* Hasan Akay reported that the Oncourse Priorities Committee meets on January 25 and Stacy will give a report at the February FCTC meeting. The Learning Technologies Steering Committee proposal finalized by this committee was submitted to the IUPUI Faculty Council Executive Committee who recommended it should be reviewed at Bloomington as well. The IUB Technology Policy Committee of the Bloomington Faculty Council will discuss the proposal.

6. *Third review of policy IT-19.* Merri Beth Lavagnino and Eric Cosens explained that the policy does not affect people connecting remotely from home and they would have to buy a piece of equipment to violate the policy. It was suggested that a KB document could be added to answer questions on accessing a workstation from home. This policy is technically accurate and written in the language for local support providers who attended forums on the subject. Policy IT-19 was endorsed to go forward but may include an associated KB document.
7. *Third review of policy IT-20.* The FCTC recommended changing the title of IT-20 to Provisioning of Wireless Networking to clarify the policy. The goal of UITs is to provide wireless where possible and provide wired where it can for stability. Each semester new students are instructed on what can be plugged in at campus housing. The comments on sanctions were from legal counsel and they prefer to keep the language the same on all the policies. Changing language here would require changing language in all the policies. After tightening up the title and possibly adding a philosophy of service to the KB, the document will be sent to the FCTC via email for a last review before going forward for approval.
8. *IT policy updates.* Eric Cosens reported that IT-07 is on its way to be approved. The next policy to be reviewed is IT-12 at the prompting of the Trustees. This security policy is on a fast track to be approved for the May meeting. Eric Cosens will send a link to the website for what is currently available. The committee is asked to send any concerns about IT-12 to Dr. Akay, Merri Beth Lavagnino, or Eric Cosens so they can be incorporated into the early draft. The revisions will then be brought to the FCTC for review.
9. *Other business.* Consider inviting Communications Officer Christine Fitzpatrick to the next meeting to get feedback on constituents to include in dialogue for the strategic plan for the Communications Office. Christine is systemizing the kind of information groups want and need.
10. *Adjournment.* The meeting adjourned at 10:45 a.m.

Next meeting February 11, 2008, 9:00-11:00 a.m., IT 541, IUPUI

*Prepared by Carol Kegeris and Hasan Akay*

## IUPUI Faculty Council Technology Committee (FCTC) February 11, 2008

**Members Present:** Hasan Akay, James Clack, Garland Elmore, Giles Hoyt, Josette Jones, Carol Kegeris (Minutes Recorder), Malika Mahoui, John McGrew, Jim Morgan, Kim Murday, Sharon Stoten, and Bob Vernon.

**Guests:** Mark Bruhn, Stacy Morrone, and Bob True.

### Agenda

1. *Call to order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with the January 2008 minutes attached.
2. *Approval of the agenda.* The agenda was reviewed and approved by the committee.
3. *Approval of the minutes.* The meeting minutes of January 14, 2008 were moved, seconded, and unanimously approved.
4. *Chair's report.* Hasan Akay reported that the IUB Faculty Council Technology Policy Committee made suggestions for membership changes to the Learning Technologies Steering Committee proposal that will be discussed at this meeting. Dr. Akay gave information about the recent IT Data Privacy Day focusing on identity theft and deleting social security numbers from files on computers – an important issue for everyone. Executive Vice Chancellor Uday Sukhatme as well as the IFC President Bart Ng requested input on policies IT-19 and IT-20. Hasan Akay reported that he provided a copy of the FCTC January meeting minutes to them regarding the discussions on the policies and said that the FCTC reviewed the policies three times approving IT-19 and IT-20 with more rewording. Mark Bruhn added that IT-07 was signed a few days ago by the VP for IT Brad Wheeler. The note from AVP for Enterprise Infrastructure Dennis Cromwell regarding the launching of IU's partnership with Google and Microsoft to expand student and alumni email was shared with the committee.
5. *Emergency Notification System.* Mark Bruhn, AVP for Information and Infrastructure Assurance, and Bob True, IUPUI Police Department, provided an update on IU's emergency notification system, IU Notify. The three-year contract is based on the number of contacts in the database for students, faculty, staff, alumni, affiliates, and parents. It is currently implemented on all campuses. Campuses have received training and are working on predefined scripts for tornado warnings, emergencies, etc. where staff can log in and send an announcement that will go out automatically. The first priority is to get students' information into the system. Students are asked to fill in numbers for various fields such as home, cell, local, text, etc. Each campus uses the fields differently based on the campus population. Currently, students registering are not required to list a phone number. The problem is being worked through with Enrollment Services. Out of 26,807 students, IUPUI has 7000 local numbers, 9000 cell numbers, and 21,871 home numbers registered. The home number cannot be sent to the vendor. It was suggested that 317 area code numbers could be separated out to assume they are the local number. The emergency notification is sent to every contact method listed. Bob True recommends signing up for the text method of notification. There is an option to leave an alternate number (direct line) if the primary work number is the main office line. The system will leave a message if a person doesn't answer the call. Additional methods of notification include the IUPUI website, radio station 16.10 AM on campus, and 278-1600 has a recorded message and can take ten calls at a time. There is a link to each campus for emergency preparedness at [www.indianauniversity.info](http://www.indianauniversity.info). Exterior warning

sirens are being investigated and IUPUI is working with Marion County Emergency Systems. A test of the emergency notification system is being planned for IUS in March. Data will be analyzed and then tests will be conducted on other campuses. IUPUI recently hired someone from Homeland Security to work on continuity planning.

6. *Learning Technologies Steering Committee update.* Stacy Morrone distributed the suggested revisions to the IU Learning Technologies Steering Committee (LTSC) proposal suggested by the IUB University Faculty Council. The FCTC agreed that the Dean of Faculties representatives would be non-voting ex-officio members. The language should be changed to read one graduate and one undergraduate student for a total of two members. There was discussion on three year committee terms and consensus was to appoint staggering terms at the beginning so terms won't expire at the same time. It was suggested that the members be divided into voting and non-voting and specify that the chair votes. The Bloomington Faculty Council agreed that a representative from each of the four technology related Faculty Council committees was a good idea. Henry Merrill is willing to look at the proposal and identify a member from the IFC Distance Education Committee. The two libraries need one representative each and there should be a representative from each regional campus. There was discussion on how IUPUC would be represented. IUPUC faculty participate in IUPUI governance generally with non-voting representation through their school. Add wording in the paragraph under Membership that faculty councils should communicate between campuses to create a sufficiently representative committee. Line eight should be changed to read "Other (non-voting) members to be invited by the committee, as deemed necessary, who will inform the committee on the relevant aspects of each initiative." Note how the students are chosen for the committee through the student government body and student affairs committee. Move line four regarding library representatives to line two with the following text: "One representative from the IUB and IUPUI libraries chosen by their respective library councils." State the regional campus representatives are appointed by the campus faculty governing body. Number five will disappear after rewording. The FCTC unanimously approved the LTSC proposal with rewording. Stacy Morrone will work with Hasan Akay and Dennis Groth and share the final draft with the FCTC via email. The LTSC would like to hold its first meeting after spring break.
7. *Thin Client Pilot discussion.* Stacy Morrone informed the FCTC of the Thin Client Pilot program. A small number of workstations will be included in the pilot including email stations in the ICTC lobby and IUB STCs. The workstations will be clearly marked indicating that UITS is conducting a test of new technology. Users will be sent an electronic survey inviting them to provide information on their experience in using the new technology. The goal of the pilot is to determine whether this new technology will help in reducing costs while still providing excellent service to users.
8. *Oncourse Priorities Committee update.* Stacy Morrone reported the Oncourse Priorities Committee (OPC) met on January 25. Typically they make recommendations for Oncourse development based on the synthesized suggestions data from the Functional Requirements Committee (FRC) report and vote on what can be accomplished in the amount of development hours available. At the January meeting the OPC prioritized what suggestions were worthy of developing detailed functional requirements. Stacy distributed a document showing the enhancements voted by the OPC as the highest priorities for developing functional requirements. After functional requirements are prepared, development hours will be assigned to these priorities and the OPC will convene in April to vote on which items to develop based on the number of development hours available. Stacy Morrone will send Hasan Akay a functional requirements document as an example of the detail involved in creating functional requirements to be shared with the committee. Some functionality and bug fixes will be implemented this semester. Barbara Christe manages an Oncourse announcements list that gives tips and all are encouraged to sign up. The FRC is considering using this to gain additional feedback from users. Stacy reported that the current Assignments tool is being rewritten this spring and the first

iteration looks good. Suggestions for enhancements can be made through the Contact Us button within Oncourse. A second document of Known Issues was distributed showing how the OPC prioritized the items for development. Stacy was asked to return for a future FCTC meeting to provide an update on Oncourse development progress.

9. *Other business.* Invite Sue Workman to a future FCTC meeting to discuss software licenses and access by other campuses.

10. *Adjournment.* The meeting adjourned at 11:05 a.m.

Next meeting March 3, 2008, 9:00-11:00 a.m., IT 541, IUPUI

*Prepared by Carol Kegeris and Hasan Akay*

## IUPUI Faculty Council Technology Committee (FCTC) March 3, 2008

**Members Present:** Hasan Akay, Barb Christe, James Clack, Garland Elmore, Barbara Gushrowski, Giles Hoyt, Josette Jones, Carol Kegeris (Minutes Recorder), Tim Koponen, Joan Kowolik, Jim Morgan, Kim Murday, Sharon Stoten, and Bob Vernon.

**Guests:** Kim Milford, Stacy Morrone, and Sue Workman.

### Agenda

1. *Call to order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with the February 2008 minutes and IU Learning Technologies Steering Committee proposal attached.
2. *Approval of the agenda.* The agenda was reviewed and approved by the committee.
3. *Approval of the minutes.* The meeting minutes of February 11, 2008 were moved, seconded, and unanimously approved with the addition of Barbara Gushrowski as being present at the meeting.
4. *Chair's report.* Hasan Akay reported that the Learning Technologies Steering Committee proposal was endorsed by the Bloomington Faculty Council Technology Policy Committee. Dr. Akay will give a five minute presentation at the Faculty Council meeting on March 4 and mention this committee.
5. *Communication Procedures and Tools.* AVP for Support, Sue Workman, demonstrated ways to receive communication about IT notices in response to the after-action review of Oncourse problems last fall that suggested a more comprehensive communication plan was needed. There are several ways to consume this communication. Users may go to <http://uits.iu.edu/> and see scrolling information in the Notices and Alerts box, and are able to click a link for more information. The same information is available by going directly to <http://itnotices.iu.edu/>. If users wish to receive information about every notification via an email listerv, they may join notifications-l. A new tool was recently developed that allows users to receive additional information about systems and services they have selected. ITNow 2.0 sends specific notifications via RSS feeds to any RSS reader, including web browsers and Outlook. Select the ITNow 2.0 custom generator link at <http://itnotices.iu.edu/feeds.aspx>. All these options are found in various KB articles, and summarized in "How can I monitor the status of the computer systems and services at IU?" See <http://kb.iu.edu/data/acls.html>. In the future Sue hopes to have an application that will push notices to a gadget or widget on the desktop. She indicated there is a podcast that explains RSS feeds for new users. Sue extended the invitation for FCTC members to work on a plan with the IT Manager's Council to get the right technical information to users in a timely and useful way. Jim Morgan volunteered to work with Sue's group on this issue. Barb Christe manages the Oncourse Announce-L list that sends out information on Oncourse including interruptions of service. For more information and to subscribe see <http://kb.iu.edu/data/awbu.html>.
6. *Open Courseware and Intellectual Property.* Kim Milford, Special Assistant to the VP for IT, shared with the committee a mockup of the new portal [open.iu.edu](http://open.iu.edu) that will be available in a few months and discussed with faculty what types of content might be shared with the public. The portal will have three main sections for scholarship, podcasts, and courses and act as a gateway to information

residing elsewhere, i.e., IU Scholar WORKS. A core group led by Kim Milford including Sue Workman, Stacy Morrone, Christine Fitzpatrick and representatives from the Bloomington and Indianapolis libraries will make up the committee. Intellectual property issues and ownership of instructional materials were discussed. Some FCTC members welcomed open courseware since their students cite items from courses at other universities while others reported that their courses produce income by selling the course materials and may not want to participate. Participation in open.iu.edu is voluntary. The portal will be developed with open technical standards to assure ease of maintenance and interoperability. Other examples of online publishing at IU mentioned were course websites, library initiatives for online publishing, Oncourse, and Epsilon for uploading lifetime academic activity. It was suggested that a Knowledge Base document be created to provide guidance for the best location to publish works online for public access. Stacy Morrone reported the Communications Office will soon have a faculty fellow that plans to do a compilation of success stories that may be posted on open.iu.edu.

7. *Other business.* Kim Murday reported that the Liberal Arts assembly passed a motion saying they would like accurate and synchronous clocks in Cavanaugh Hall. Hasan Akay will contact Emily Wren, Assistant Vice Chancellor for Facilities, to see what can be done. It was suggested that Dennis Cromwell, AVP for Enterprise Infrastructure, could attend a future meeting to discuss centralization vs. decentralization. Carol Kegeris will send the FCTC committee the link to Dennis Cromwell's talk earlier this semester as part of a series from the Office of the VP for IT. All are welcome to attend.
8. *Adjournment.* The meeting adjourned at 10:47 a.m.

Next meeting April 14, 2008, 9:00-11:00 a.m., IT 541, IUPUI

*Prepared by Carol Kegeris and Hasan Akay*

## IUPUI Faculty Council Technology Committee (FCTC) April 14, 2008

### Minutes

**Members Present:** Hasan Akay (chair), Barbara Christe, James Clack, Garland Elmore (administrative liaison), Barbara Gushrowski, Giles Hoyt, Josette Jones, Timothy Koponen, Paula Magee, Malika Mahoui, John McGrew, Kimmaree Murday, Margaret Richwine, Deborah Stiffler, Robert Vernon, and Theresa Walsh (meeting recorder).

**Guests:** Tom Davis, University Information Security Officer, and Eric Cosens, Deputy Policy Officer.

### Agenda

1. *Call to order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with the March 3, 2008 minutes and Policy IT-20, Wireless Networking, attached.
2. *Approval of the agenda.* The agenda was reviewed and approved by the committee.
3. *Approval of the minutes.* The meeting minutes of March 3, 2008 were reviewed, moved, seconded, and unanimously approved by the committee.
4. *Chair's report.* Hasan Akay reported that Policy IT-07, Privacy of Electronic Information and Information Technology Resources, is officially approved. Policy IT-12, Security of University IT Resources, will undergo a major revision. Policy IT-19, Extending the Network, and IT-20, Wireless Networking, were endorsed by this committee at the January 2008 meeting. The committee requested some modifications which have been included in the modified version attached to the agenda. This committee endorsed IT-20 with the modifications. The Security Office will work with the Policy Office on the Security and Privacy Program. Stacy Morrone had previously provided the committee with information on the faculty podcasting initiative and is looking for a volunteer from this Technology Committee to serve on a committee to review the proposals. Barb Gushrowski volunteered.
5. *IT Strategic Plan.* Garland Elmore reported that 10 years ago the Indiana University Information Technology Strategic Plan (ITSP) was approved by the President and the Trustees and finalized in May 1998. The kickoff for the second ITSP is Tuesday, May 20, 2008 in Bloomington at 3:30 p.m. at the Ruth N. Halls Theatre, 275 North Jordan. The ITSP developed in 1998 focused on building infrastructure and architecture. The first ITSP was aligned closely with the four divisions of UITs, Research and Academic Computing, Teaching and Learning Information Technology, Telecommunications, and University Information Systems. The second ITSP will be aligned with users and roles. The University Information Technology Committee (UITC) is chaired by Frank Acito, Professor and Associate Dean in the Kelley School of Business. The UITC is the umbrella group and will receive the recommendations of the task forces and write the second ITSP. The task forces are Faculty and Scholarly Excellence (Hasan Akay is a member), Student Success (John McGrew is a member), Effective Community, and Engagement Beyond (Robert Vernon is a member). Each task force is led by co-chairs. The membership of the UITC and the task forces is approximately 130 members with approximately 1/3 based in Bloomington, 1/3 based in Indianapolis, and 1/3 based on the regional campuses. The ITSP Planning Team consists of Garland Elmore, Christine Fitzpatrick, Communications Officer, Jan Holloway, Senior Communications Advisor, Kim Milford, Special Assistant, and Vince Sheehan, the School of Medicine CIO, representing the life and health sciences. The goal is to prepare a draft for broader circulation to faculty and students by early Fall 2008.

6. *President's Academic Initiative (1% Service Budget Reduction)* Garland Elmore reported that the President's Academic Initiative will impact some administrative and service units. At IUPUI, two areas are identified this year for budget reductions: the Office of Professional Development and UITS. Garland Elmore distributed the Cost and Quality of Services Report (also in the Resources area of the project site for this committee) and a report on the Uses of Campus Assessment Income Summarized by Service Categories. The IUPUI assessment goes to the services primarily in research and teaching. The committee was asked to identify top five important services on the assessment handout, to help the administration make reduction decisions. Hasan Akay will collect the input and summarize the final rankings.
7. *Security and Privacy Program.* Tom Davis, University Chief Information Security Officer, gave a brief history of security at Indiana University. Between 1991 and 1997 the focus was on the security of the administrative systems in place at IU (including the mainframe). The University Computer Security Office was formed after then Vice President McRobbie came to IU. In 1998 the security office was renamed the IT Security Office. They created their own IT Security Strategic Plan. Now the threat landscape has changed. There is increased legislation and compliance related to information security and privacy. Therefore, the University Information Security and Policy Offices will develop a document that describes IU's approach to information security and privacy, including sections on roles and responsibilities, governance and advice, risk assessment, education and awareness, incident response, and how the program is integrated into the business of the university. The document will therefore be quite broad. For depth there will be supporting documents, e.g., Policy IT-12, Security of University IT Networking. Eric Cosens, Deputy Policy Officer, reported that IT-12 has been in draft form since 2001. His office is taking a fresh look at it and would like feedback on the front-end. They will revise it this summer, and it will go through the standard review process. Tom Davis said that the University Information Security and Policy Offices plan to have a draft version of the Security and Privacy Program document in the 3rd or 4th quarter of this calendar year for the review and comment of this committee.
8. *Basic Technology Needs at IUPUC.* James Clack reported that IUPUC is faced with an extremely slow connection. They are among the last to be hooked up via ILight. Garland Elmore said that when Indiana funded ILight, it funded regional campuses but not centers attached to other campuses, such as IUPUC. As ILight2 plans were being proposed, these centers were at the top of that list, as well as hospitals. Fortunately the state released funds for Columbus and other centers just last week. James Clack asked this committee to register its support for Columbus faculty who should have equal access to IT as their IUPUI counterparts. Robert Vernon made a proposal that was approved by this committee: "Resolved that students, staff and faculty at the IUPUC campus must have the same level of technology access as that extended to the IUPUI campus."
9. *Other business.* There was no other business discussed.
10. *Adjournment.* The meeting adjourned at 11:15 a.m.

Next meeting: will be scheduled for Fall 2008.

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Prepared by Theresa Walsh and Hasan Akay

## IUPUI Faculty Council Technology Committee (FCTC) May 6, 2008

**Members Present:** Hasan Akay (chair), Barbara Christe, Garland Elmore (administrative liaison), Barbara Gushrowski, Giles Hoyt, Timothy Koponen, Joan Kowolik, Malika Mahoui, John McGrew, James Morgan, Deborah Stiffler, Sharon Stoten, Robert Vernon, and Theresa Walsh (meeting recorder).

**Guests:** Anastasia Morrone, Associate Dean, Learning Technologies and Christine Fitzpatrick, Communications Officer.

### Agenda

1. *Call to order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with the April 14, 2008 minutes and the “UITs – IUPUI Campus Uses of Campus Assessment Income Summarized by Service Categories” attached.
2. *Approval of the agenda.* The agenda was reviewed. Items 5 and 6 were switched. The agenda was approved by the committee.
3. *Approval of the minutes.* The meeting minutes of April 14, 2008 were reviewed. It was moved, seconded, and unanimously approved by the committee.
4. *Chair’s report.* The President’s Academic Initiative (1% service budget reduction) will impact some administrative and service units. At IUPUI, the Office of Professional Development and UITs are identified for budget reductions. This committee was asked to identify the top five important services on the assessment handout and was asked to submit responses to Chair Akay by May 16.
5. *Update on Strategic Plan Schedule and Events.* Christine Fitzpatrick, Communications Officer, reported that the University Information Technology Committee and 4 Task Force kickoff meetings were in April. The May meetings have been scheduled. At the May 20<sup>th</sup> event, the Office of the Vice President for Information Technology will publically announce the kickoff of the IT Strategic Plan 2 (ITSP2), celebrating what has passed and looking forward to what’s coming. There will be a preview of the major recommendations of the new ITSP2 plan at the Statewide IT Conference, scheduled for September 11 – 12, 2008 in Bloomington in the Indiana Memorial Union. By October 1 a draft plan will be given to President McRobbie and the university community for comment. A Website about the new strategic plan will be available. (See: <http://ovpit.iu.edu/itsp2/>.) Meetings with many groups across the university will be scheduled. The draft of the new plan will be reviewed from mid-October until Thanksgiving. Christine Fitzpatrick asked this committee to identify groups to review and comment on the new plan. The ITSP2 Planning Team consists of Garland Elmore, Christine Fitzpatrick, Communications Officer, Jan Holloway, Senior Communications Advisor, Kim Milford, Special Assistant, Vince Sheehan, School of Medicine CIO, and Theresa Walsh, providing administrative support.
6. *Resolution on IUPUC IT Resources.* Hasan Akay reported that he spoke with Vice Chancellor Jay Howard at IUPUC. The ILight service will be available at IUPUC the week of May 12. IUPUC has a different financial model than IUPUI. According to Jay Howard, it is not necessary to forward the proposal approved at last month’s meeting to the Faculty Council. Discussion followed. The following motion was approved by this committee:

The IUPUI Faculty Council Technology Committee (FCTC) is concerned with the inequalities of service to IUPUC. On April 14, 2008, the IUPUI FCTC passed a

resolution which said: "Resolved that students, staff and faculty at the IUPUC campus must have the same level of technology access as that extended to the IUPUI campus." The concern of the IUPUI FCTC is continuing. The IUPUI FCTC has a subcommittee that will discuss and find out more facts about the inequalities. Chair Akay is sending a letter on behalf of the IUPUI FCTC to Jay Howard, Vice Chancellor at IUPUC and will copy the IUPUI Faculty Council President.

7. *Update on Plans for the Vista Upgrade.* Anastasia Morrone, Associate Dean for Learning Technologies, reported that the Student Technology Center machines are handling the Vista Enterprise version and service pack 1 well. There are 2,400 machines across the core campuses. The instructors who teach in the labs have been contacted. A 'Least You Need to Know' document is available on the machines in the classrooms. Vista is installed in IT131 and BS3000. Training is available and there is communication about the Vista upgrade.
8. *Other Business.* There was no other business discussed.
9. *Adjournment.* The meeting adjourned at 11:05 a.m.

Next meeting: will be scheduled for Fall 2008.

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*Prepared by Theresa Walsh and Hasan Akay*