Information Technology Committee (ITC) Minutes

Thursday, 12/11/12, OM 304, 12-1:30p

Present: Thomas DeChiaro (Chair), Mitch Wagener, Rich Montague, Rona Gurkewitz, Veronica Kenausis, Kit Hinga, Rebecca Woodward

1. Introductions: Tom DeChiaro , new CIO for UC and discussed his background .
   Committee made introductions and explained background expertise and University roles.
2. Approval of minutes from last two meetings:
   Minutes approved with minimal corrections. Minutes will be posted on the web.
3. Project Updates:

- WCSU Password Rollout – Jeff Postolowski presented power point to committee.

  Current policy of password for all users is to change password every 60 days. University upcoming announcement will be out shortly with upcoming changes and new requirements.
  Target date is January 1, 2013. Jeff requested extension of grace period of Password Reset. Industry is moving in this direction. Tom recommended Jeff to plan on process before making decisions.

- Microsoft Office 365
- Jeff also reviewed Office 365 Migration Overview with committee. Office 365 will give faculty integration into Blackboard Learn.
  This will include a timed roll out, an on campus presence of Microsoft which will showcase value of services for students, free funding provided by Microsoft. In contract – Students will have full access and faculty will be getting link access for integration into Blackboard.
- Review of ITC Committee roles/mission statement.

  Tom reviewed current bylaws and members explained current roles.

- Upcoming initiatives for ITC – expansion of team members:

  Tom is looking at new construct for committee. Scope, expectations will be clearer to increase effectiveness and working with President. When new initiative is developed – Tom suggests having an owner /lead then working as a group to get projects on board. Upcoming initiatives to be discussed further during next ITC meeting. Team agrees University wants to see more open communications with University Computing department.

- Comments/Suggestions:
  Discussion of how Department Chairs will allocate computer needs for faculty and staff. Tom C would like to have Chairs think about a planning cycle to be developed in spring . Tom C would like to see ITC as an investment Review Board – looking at projects and

prioritizing. Suggested adding a team member from finance . Team suggests a grants officer being added to the team for expansion.

Other suggestions:
William Joel would like committee to look into using Skype In the case that committee members cannot physical come in but would like to participate off site. Mike Lynch will be contacted to see what options are possible.

Tom officially changed UC policy to have Departments use grant money without getting CIO approval.

Rebecca would like UC to look at changing current Administrative Rights for Staff. Tom to look into.

Next proposed Meeting date 1/17/13.

Information Technology Committee (ITC) Minutes

November 8th. 2012 – OM304, 1p-2p

Present: Wendy Chang, (ITC Chair), Dr. Stephen Wagener , Dr. Kathleen Hinga, Rona Gurkewitz,
Rebecca Woodward, Veronica Kenausis.

1. Comments/Suggestions:
   WC reports that a new Chair will be heading the ITC Committee starting next ITC meeting
   December 13th.
2. Project Update:

- Password Management:
  WC reported progress from last ITC meeting on the change in password route. This would change the life cycle of passwords to one year. The IT staff is testing each system to find the right subset and looking at the users who don't come to campus daily or don't log on daily. Logistics are being determined on rolling out new changes in password rules.

  New Rules would include:

  All users will need to change password using a minimum of 14 characters long, preferably a pass phrase with special characters.
  Using a code with the highest strength, one upper case, one numerical digit, one special character. A space is con
  Roll out would be before the spring. Looking at a target time frame….. Possibly the beginning of Winter Intersession by December 18th.
  Projection: the UC help desk will be bombarded with calls.
  After discussion on password roll out:
  Mitch stated a passcode is needed to access outlook on an IPhone. WC responded that Iphone users should have passcode with time out as Apple recommendations.
  Regarding Campus Wi-Fi , Veronica does not save credentials and needs to log on each time. WC responded – ideally you should not have to do that. WC will look at Wifi usage period and how often time out period for desktop is. A 15 minutes period is ok.

- Office 365
  Progress noted: UC Staff working on preparation for execution of Office 365. Students will be moving to Office 365 in early spring. Staff will be added to link. Execution date and additional information will be noted at next ITC meeting.
- Security
  Network and Banner security will be increased and resources will be devoted to this area starting immediately.
- Next Meeting scheduled for Thursday, December 13th.

Information Technology Committee (ITC) Minutes
March 8, 2012, 12pm-1pm, OM304

Present: Lorraine Capobianco (Chair), Mitch Wagener, Todd McInerney, Rich Montague, Rona Gurkewitz, Daniel O'Grady, Veronica Kenausis, Kit Hinga, Rebecca Woodward, Jason Esposito

Issues/Questions/Concerns

- Lorraine said feedback from some faculty indicates they do not understand the process for faculty and staff computer upgrades/installations. Some faculty who were allocated a pc desktop are receiving it before a faculty member who was allocated a pc laptop. Lorraine told the ITC to inform their faculty we only have 7 pc laptops in our inventory and 7 pc laptops on order. The balance of laptops needed will be ordered using CSUS2020 funds which takes approximately 45 days for processing. We have enough pc desktops in our inventory for any faculty who has been allocated a pc laptop wants a pc desktop instead.
- University Computing is working with Purchasing to procure fax machines and copiers. Lorraine thinks that printers in administrative offices (including academic administrative offices) should be replaced with multi-purpose (scanner/printer/fax/copier) machines and then we can re-purpose the printers to other areas. We ordered two Ricoh multi-purpose models, 40 ppm and 50 ppm. JLA received one of the machines as promised. Non-CSUS2020 funds were used to purchase the Ricoh multi-purpose machines to expedite getting them here. Lorraine said that we will not get the multi-purpose machines on campus this summer because of the CSUS2020 process and the changeover of ConnSCU staff who now process these requests.
- Second Round of the Provost's CSUS2020 funds. Lorraine will provide general guidelines to
- Dr. Gates for requests for technology purchases to facilitate the process. When a request is submitted for technology to the Provost, the requestor should include the purpose and goal for the technology and location. With this information, University can fully evaluate the request.
- Machine Upgrades to Windows 7 – UC has approximately 650 more machine that need Windows 7. UC will upgrade machines for clerical staff first and then repurpose good used machines for adjunct faculty offices and other student areas. At the same time, as requests for non-functioning computers are submitted to the help desk, UC will replace them with new computers. The next group of machines to receive upgrades will be classrooms and labs.

Pharos Printing Solution (ConnectPrint)

- On March 15, 2012, WestConn will deploy ConnectPrint, a new system that will help students make printing easier and considerably reduce printer waste and supplies. For more information on ConnectPrint which is available in the staffed and 24-hour computer centers at WestConn to go http://www.wcsu.edu/technology/connectprint-spotlight.asp

University Software List

- Lorraine distributed and reviewed the most recently updated university software list. (See attachment to the February 9, 2012 minutes).

SMART Boards

- Installations of SMART boards are scheduled for March 22, 2012 in the following areas/classrooms: 2 in WS518, rear area of WS117, and WS117a. Lorraine will inform the ITC as more rooms are scheduled to receive SMART boards. Lorraine will continue to meet with faculty to determine which classrooms in their departments are most suitable for SMART boards and the best placement within in the classroom.

Next Meeting:

- Thursday, April 12, 2012, 12 noon to 1pm, OM304. Lorraine will be available from 11:30am to noon and from 1pm-1:30pm for individual questions.

Information Technology Committee (ITC) Minutes

November 17, 2011, 12pm-1pm, OM304

Present: Lorraine Capobianco (Chair), Mitch Wagener, Todd McInerney, Rich Montague, Rona Gurkewitz, Terry Wells, Veronica Kenausis, Kit Hinga

Projects In Process - Update

- Haas 413 – Veronica Kenausis said Haas 413 is available December 8, 9, 15 and 16 for UC (University Computing) to upgrade the classroom with new machines with Windows 7.
- WS212 – Lorraine will email the Marketing Department faculty and confirm availability of the classroom for UC to install new laptops during the intersession.
- MIS Information Security Classroom/Lab –UC installed new HP USDTs (Ultra Small Desktops). UC is deploying the servers this week. MIS is teaching digital forensics in the classroom/lab in Spring/2012. Mark Pisano and Todd McInerney will attend the MIS department meeting on December 7 to discuss technical details of the room and provide training on the technology in the room for faculty.
- Pharos printing solution – UC hopes to deploy the Pharos printing solution over the intersession. The four computer centers, the 24-hour labs, and the library printers will be first on the list to get it.
- Lorraine reviewed updates on software requests/deployments that occurred after the 10/13/11 ITC meeting. Please see the attached document. The system office purchases SPSS modules for the system. They are assessing the purchase and they want to know who is using SPSS modules and which ones we are using.
- Status on installs recently done and to be done – Using the ITC machine allocation spreadsheets, Lorraine reviewed and discussed pending machine allocations in each school/area. Questions were answered/issues resolved. **ACTION:** If any faculty member has questions or issues about their technology, they should please contact their school technology chair. **ACTION:** Lorraine will email faculty who have requested new computers telling them that they must relinquish their current machines in order to receive their new machine. At the time of this meeting, Ancell, the Library and School of Visual and Performing Arts did not have pending machine installations. Rich Montague asked if UC could do a demo of an iPad for those interested. Lorraine said yes. Lorraine also reviewed the machine installations completed after the 10/13/11 meeting. In addition to installs completed for faculty, UC was successful in completing a significant number (39) upgrades/installs needed in administrative/other areas including Admissions, Student Financial Services, Graduate Admissions, AccessAbility Services, Athletics-Football, Campus and Student Centers, Fiscal Affairs, Human Resources, the WestConnect Office to bring computers up to Windows 7.

Deadlines for Software Requests – Update

- Lorraine will send an email to all faculty regarding the software request deadlines. For this term, the deadline was adjusted to December 15. Next Spring, we will be on the regular cycle. Major upgrades (Microsoft Products) need not be requested in this schedule but if someone would like the next version of SPSS, etc., they should make UC aware that it is available. The same holds true for discipline specific software that is deployed at many locations.
- For Spring 2012 the deadline is December 15, 2011.
- For all future terms the following schedule will be:

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  - For Summer/2012, the deadline is February 28, 2012.

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  - For Fall/2012, the deadline is April 30, 2012.

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  - For Spring/2013, the deadline is September 30, 2012.

Library Projects – Updates and New Initiatives

- Veronica Kenausis provided the following information:
- The library streamlined the process for procuring media by using the existing library system and vendor software services.
- The library is in the process of creating a monthly media newsletter for faculty and staff. It will include a Teaching & Technology Tool Kit, a featured monthly resource, and links to forms for various services. The plan is to launch the newsletter in January.
- Lorraine asked Veronica for an update on the digital institutional repository. It is called WestCollections. Veronica will ask Janet Ohles.
- Lorraine mentioned to Veronica that the Library submitted two emails requesting assistance from UC with two IT projects. Lorraine explained that depending on how large and time consuming the projects are determines if it needs to be submitted to the VP Academic Affairs/Provost. If so, it is then prioritized within the list of academic IT projects. Lorraine meets with each Vice President to prioritize IT projects in their respective area. When Lorraine met with Dr. Gates, these two projects were not discussed. Lorraine will forward the two emails to Veronica.

Other Topics

- WS241 – The student station laptops were upgraded with HP USDTs Rich Montague said that the laptops allowed faculty to have students close the laptop, preventing students from using computers for non-class activities during class. MIS found another type of monitor stand that folds the monitor downward and might work better than the current stands. Loraine asked to have the specifications forwarded to her.

- Blackboard Learn – Faculty participated in a Blackboard Learn 9 pilot in Fall/2011 and the deans have given additional names of faculty to UC that will also participate in the Spring/2012 pilot . CSUS is continuing to work out issues with Blackboard to finalize the contract. Lorraine said that more information will follow in January.
- Lorraine is working with various staff, faculty, and the deans to standardize on a few models of SMART interactive whiteboards that will be installed in January and over the course of the spring semester. Lorraine and the Provost want to try to get at least one SMART interactive whiteboard in every academic building.

ITC Meeting Schedule :

- Next Meeting: 12/8/11. Lorraine will be available from 11:30am to noon and from 1pm-1:30pm for individual questions.

Information Technology Committee (ITC) Minutes

December 8, 2011, 12pm-1pm, OM304

Present: Lorraine Capobianco (Chair), Mitch Wagener, Todd McInerney, Rich Montague, Rona Gurkewitz, Terry Wells, Veronica Kenausis, Kit Hinga, Rebecca Woodward

Projects In Process – Update

- Haas 413 –Haas 413 will be upgraded with new machines with Windows 7 on December 16, 2011.
- WS212 –UC (University Computing) will install new laptops during the intersession during the week of January 9, 2012.
- MIS Information Security Classroom/Lab WS128–UC installed new HP USDTs (Ultra Small Desktops) and deployed servers. MIS is teaching digital forensics in the classroom/lab in Spring/2012. Mark Pisano and Todd McInerney attended the MIS department meeting on December 7th to discuss technical details of the room and provide training on the technology in the room for MIS. Deb Kinnane is getting a quote for artwork for WS128. Lorraine will arrange for training on EnCase. Rona Gurkewitz asked if Computer Science could teach in WS128 after MIS teaches in Spring 2012 semester. The two departments need to meet and discuss.
- Graphic Research will receive new computers (HP USDTs), 24" fpms, and 1 TB hard drives.
- Toshiba Thrives – Rich Parmalee and Jeff Postolowski are experimenting with this device with the goal that they can be used by UC technicians to close/update work orders in Track-It! Luigi Marcone would like maintenance staff to use them to update/close work orders in SchoolDude.
- Pharos printing solution - UC and WestConnect staff will meet over the intersession to discuss a pricing structure/account balancing for students. Students will not be charged for printing from university printers. Rather, students will be given a credit balance to use for printing. They will be able to look up in Banner what they would be spending to print which is really what they would be saving. March 2012 is the target date for implementation.
- As a pilot, the university will purchase multifunction printer/copier/fax/scanner machines to replace printers in UC (University Computing).
- Lorraine met with the deans and recommended that they meet with their school technology committee once each semester. Lorraine reminded the deans that the ITC minutes are on our website. The deans provided names of faculty who will attend Blackboard Learn 9 in the Spring 2012. There was also a discussion regarding the possibility of redistribution of responsible departments assigned to technology classrooms.

New Technologies/New Initiatives

- SMARTboards - Thirteen 87" SMARTboards with UX60 projectors, Model 885ix have been ordered and ten have been delivered. This particular model is the newest model. There are four cameras, one located at each corner of the SMARTboard which enables two people to write on the board at once. This model can be used as a whiteboard as well in that you can write on it with dry erase markers. You can also use your finger to write on the board. Faculty have identified rooms that they desire to have a SMARTboard installed. Nursing wants 2, Math wants 1, and WH122 was requested by Wes Ball. Lorraine asked the ITC to provide recommended rooms to Gail Walsh. The vendor, RnB Enterprises evaluated some of the rooms that faculty requested and there are suitability issues with almost every one. Some of them are: Warner Hall: placement is difficult due to pillar in the room; WS117A is a long narrow room with about 40 feet of whiteboard. One of the whiteboards in this room can be replaced; WS 518: chalk boards need to be removed. Lorraine will send a list of rooms to the deans/departments explaining what is going to be done so that they can approve/suggest. Lorraine suggested that faculty research software that they want for the SMARTboards. Some companies that make educational software for SMARTboards are:
  http://aegom.com/
  http://classroomcompletepress.com/
  http://www.cyberscience3d.com/
  The target date for installation and training will start in February.
- Streaming movies/Netflix personal accounts – Personal Netflix accounts cannot be used to stream movies in the classroom. The Netflix contract for individuals do not allow it and they do not have business accounts.

ITC Meeting Schedule :

- Next Meeting: 2/9/12. Lorraine will be available from 11:30am to noon and from 1pm-1:30pm for individual questions.

Information Technology Committee (ITC) Minutes

March 10, 2011, 11:00pm-12:30pm, OM304

Present: Lorraine Capobianco (Chair), Douglas O'Grady (for Dan Goble), William Joel, Veronica Kenausis, Mitch Wagener, Rebecca Woodward, Laurel Halloran (for Kit Hinga), Bernard Kokinchak, Todd McInerney, Rich Montague.

Budgets

- Lorraine is in the process of determining how much money is needed for IT projects through FY11. There is not enough money so University Computing will present the case for more funds. Based on the result projects will be given a go and others will need to be put off.
- FY11 equipment money was cut 20% and includes Desktop funds, Technology in the Classroom and local bond funds.
- Lorraine believes we should be very cautious about how we proceed with systemwide projects such as VoIP, Learning Management System, video conferencing, etc. because of the state of the economy in Connecticut and the proposed reorganizational changes in Higher Education.

Budgets/Spreadsheets

- The ITC machine allocation spreadsheets were updated and distributed at the meeting. Updates to the spreadsheets include:
    - Machine installations done after the last ITC meeting were changed to black text indicating they were completed.
    - The amount/s charged for used equipment installed in 2010 were added back to each school's total dollars to spend and marked as UC Funded.
    - Printer allocations were assessed and based on the age of the person's current printer; the allocation either was crossed out or will be/was installed. If the printer was crossed out, the charge for the allocation was added back into the available balance.
    - The amounts for outstanding machine allocations for faculty who will retire in May were removed from Ancell's spreadsheet. The same will be done for the other schools and the library as information about retirements and university positions becomes available in the coming months.
    - *ACTION:* Lorraine asked the school technology chairs and Veronica to email Gail with any discrepancies they see on the spreadsheets.
- UC re-inventoried used equipment. There are no used PC laptops or Mac desktops or laptops but there are approximately 20 good used PC desktops. If the school technology chairs or Veronica want to compare the specifications of someone's current machine to a used desktop, they should contact Jason Esposito. As we upgrade other tech areas, some of those machines will be suitable to upgrade older machines.
- Lorraine thinks that some faculty members might have the wrong impression about our future, direction with respect to faculty having two computers and office printers. The

bottom line is we need to cut back on printer toner and other consumables. We need to save money. We spend about $450K/yr. First, no one who has two computers is being asked to give one back right away. Lorraine reiterated and explained that if an individual is allocated a laptop or desktop and currently has two machines, they need to give back the machine that is being replaced and eventually, not right away, give back the second machine. If the machine that is kept is older and can't support Windows 7, problems will eventually surface. If someone gets a new laptop and currently has a desktop and wants to keep the monitor, keyboard, and mouse, they can have a replicator and keep the accessories.

- Printers are not going to be removed right away from all areas/offices. The plan to reduce printers on campus is going to be a gradual process. The (older) multifunction black/white laser printers and the (older) smaller color inkjet printers cost the most to operate. Therefore, we will first use up the supplies that we currently own for these printers and then remove the printers. UC will first look to remove these printers in the administrative offices because most have a general printer in a central area. Rich Montague and some Business School chairs feel students will suffer if faculty don't have a multifunction machine/printer in their offices when advising students. Lorraine said we need to come up with other ways to address the need to print/copy including emailing the information to the student during the advisement session. Students could be asked/reminded to bring their unofficial transcripts with them to the advisement session. If essential, students can print their transcript in one of the computer centers. Other faculty believe that electronic is the way to go and that students would have no problem with electronic as long as they get the information. The ITC discussed providing usb thumb drives to students as an alternative to printing. Bill Joel suggested faculty not hand out printed material in class any more. Instead, faculty should either provide the information electronically on a network drive, a class website, ERes or post it in Blackboard Vista.

- Lorraine reiterated that there is a color laser in each Dean's office and faculty and staff in the schools can print to those printers if they have the printer driver on their computer. To have the driver installed, the individual must submit a request to the Help Desk. Lorraine will again remind the Deans that their color laser printers are for use by faculty/staff in their school. In a crunch, the color laser printers in the Westside and Midtown UC offices can also be used.

ITC Replacement Plan and other Updates/Issues

- A HP8000 Elite USDT (Ultra Small Desktop) was set up for the ITC members to see. These computers are on order. They have a smaller CPU than the HP SFF (small form factor) desktop without losing functionality. This model will be used to replace computers (laptops/desktops) in smaller multistation classrooms especially in the Westside Classroom Building. These computers will be deployed with Windows 7. The HP8000 Elite USDT's will be installed in the Haas Instructional Technology Center to replace the older laptops during spring break.

- UC will proceed to upgrade the 4 areas that have the oldest machines: Physics Lab will receive 6 machines from video editing lab; Biology Lab in SB244 will get 10 HP8000 Elite SFF desktops; WS117a will get new HP8000 USDT's (Ultra Small Desktops);

WS212 will get HP 8000 USDT's with 17" monitors. After these areas are done, the next classroom with the oldest computers is WS377B. The classrooms in the next group are all about the same age. The goal is to get all PC multistation rooms to Window 7. Faculty need to know far enough in advance what version of Windows and Office will be in the classrooms before they order text books. That will be discussed at the May ITC meeting.

- Lorraine noted that some technology classrooms have printers in them and UC will be looking at how often they are used and for what purpose to determine if they need to remain in the classroom. Lorraine provided examples where printers were requested for special purposes. For example, the Social Sciences Department requested a large color printer for the GIS Lab because students have to print their final projects (maps) 2 to 3 times a semester. Lorraine approached University Publications about the request and they offered the use of their large printer. Again, Lorraine said we need to be creative to help each other find alternatives for technology needs.

- Rich Montague mentioned that more faculty in Ancell are asking for a Mac. Faculty saw a demo on PowerPoint 2010 for the Mac and liked what they can do with PowerPoint slides. Lorraine said requests submitted will be considered but first, we should have Marlene Davis and Becky Diot check to see if what was seen during the demo can be done in Office 2010 for the pc. Mac's are more expensive and cannot be purchased because they do something neat in PowerPoint.

- Renovations to WS119 because of water damage are now complete. UC staff who were temporarily relocated to OM303 will move back to WS119 except for Patty O'Neill and Mark Pisano. Joe Sousa and Marge Galtieri will relocate their offices to WS119. Tech support staff will continue to alternate coverage between Westside and Midtown.

- Deployment of Windows 7 – UC (University Computing) is on the last phase of testing software for compatibility issues with Windows 7. UC plans to upgrade the balance of the public machines in the Haas Library, which are on the first floor, to Windows 7 and replace the 17" monitors with 20" monitors during spring break. If this is not accomplished during spring break, UC will continue the upgrades through the spring semester. UC is also planning to upgrade the MTCC, WSCC, STTC, and CCCC to Windows 7 during spring break. The computers in the computers centers have machines that are capable of supporting Windows 7.

- MS Office 2010 – The plan is to upgrade to Exchange 2010 which is the backend of MS Outlook early this summer. Then, over the summer, UC plans to deploy MS Office 2010, which contains Outlook 2010, on all machines that are capable. We will upgrade the machines in the classrooms so they can handle Windows 7. Lorraine said that UC did not have compatibility issues with Windows 7 and the main Office 2010 applications (i.e. Word, Excel and PowerPoint). Rich Montague stated that one of his students had a compatibility issue with PowerPoint 2010 and 2007. Lorraine asked Rich to have the student send the information to Todd McInerney. The information from the student revealed that he was trying to open a drawing created in Visio 2007 with Visio 2003 on his home computer. He then obtained a copy of Office 2010 for his home computer. With regards to Mac's, Lorraine asked Jeff Postolowski to contact Veronica Kenausis and Mitch Wagener so UC can start testing for incompatibility issues with Office 2011.

- Requests submitted for iPads have been denied for many reasons. iPads are expensive, they may incur a monthly service charge, they are meant as a personal device, not a University device, and we cannot consider purchasing them in the current economic climate. If they are used in a private business setting, they don't have the restrictions that we have imposed upon us by state regulations. Laurel Halloran asked Veronica if the eBooks available through the library could be downloaded. Veronica said no but they are looking to get downloadable versions. This is a problem in their industry. The eBooks in the library are accessible online. The iPods that Nursing purchased with grant funds are a pilot project. To comply with our standards, the operating systems that came with the iPods had to be stripped and redone.
- UC deployed an electronic SharePoint application for submittal and approval of CUCAS development curriculum proposals for undergraduate and UC is looking at the feedback from faculty. The electronic approval system will be presented at the Graduate Council on Monday, March 28th for graduate courses. Lorraine hopes to deploy the same system in September for the graduate program. UPBC is questioning if they need to review all proposals for possible budgetary impact.
- Lorraine will bring up issues/comments with Roy Stewart. Lorraine heard that the university may not be offering 098/100 level classes which impacts the technology in WH301. The computers in WH301 have the ALEKS program installed on them and if 098 math classes won't be offered, the computers need to be upgraded for other departments to use the classroom. Students needing remedial classes will be directed to take classes at a local community college. Lorraine is meeting with Roy Stewart and she will confirm this information.

ITC Meeting Schedule :
4/14/11 (Cancelled because of Provost interviews); 5/12/11, 10:30am – 12:30pm, OM304 Conference Room

Information Technology Committee (ITC) Minutes

November 11, 2010: 12:00pm-1:30pm, OM304

Present: Lorraine Capobianco (Chair), Dan Goble, Kit Hinga, William Joel, Veronica Kenausis, Todd McInerney, Rich Montague, Mitch Wagener, Rebecca Woodward.

Absent : Rona Gurkewitz, Bernard Kokinchak.

Opening :

- Introduced the newest member of the UC team, Barbara Ras, to the ITC and explained that she will be taking the minutes going forward and helping Gail with all the projects that she does.
- Took a moment to acknowledge Veterans and thank them.
- Discussed article in Danbury News regarding WCSU salaries and motives behind the article.

General Issues/Questions/Updates :

- Lorraine Capobianco is hearing an increasing number of issues regarding pop-ups and malware on computers, causing them to slow down. She also mentioned how faculty and staff are giving their passwords to phishing emails.   Under no circumstances should anyone give their passwords to ANYONE, even UC staff. **ACTION:** Lorraine mentioned that she will send out an email addressing these issues.
- University Computing is making progress with Windows 7 and is ready to give out machines (both laptops and desktops) with Windows 7 to faculty. Desktops have already been given out. We are waiting for laptops to arrive.
- About 767 computers are incapable to run Window 7, 924 computers are capable of running with Windows 7; however, many of them need ram upgrade.   More analysis is needed to decide exactly how many should be upgraded.
- Lorraine ordered replacement black/white printers for the Computer Centers and both Haas/Young Library. Veronica needs to find a location for the laser printer going in Young Library. **ACTION:** The plan is to install them during intersession.
- Lorraine would like to do pilots, in Fall 2011, with virtual desktops but UC needs to first setup the VDI (virtual desktop infra-structure). We will have more information on this at next month's meeting. The plan is to try the VDI first in a tech classroom and the 24-hour labs.   This will save both time and money in the long term but requires an upfront expense and people resources. Another location Lorraine would like to try will be the Library public machines. Lorraine discussed the possibility of going to Quinnipiac University to see how their virtual desktop strategy is working.
- Bill Joel stated that the Computer Science work room and Media Services WS locations are going well but still have to put locks on doors. Bill stated that the spiral binder machine disappeared; however Rebecca told him to check rooms 339-340 as it may be in there. Rebecca will be moving in soon.

- According to the vendor, WebCheckout for Media Services, installation is complete. UC is evaluating how to best allow HTTP access to the software. The goal is to go live with WebCheckout over the intercession.
- Ives Concert Hall Sound Booth purchases are complete and machine will be replaced over intercession. Dan Goble needs to move all instruments out of IDF rooms in WH. UC will clean out the other IDF in White Hall that the Art Department uses for old "stuff". This all needs to be done before or by intersession.
- No updates regarding MIS Info Security Classroom/Lab due to UC departmental illness and WS119 flood. The next phase of project is dependent on UC.
- Lorraine asked ITC members if they were aware of any pressing requests for software. Lorraine received Dora Pinou's request for Raven Pro. It has been purchased so that it could hopefully be installed before Spring 2011.
- Lorraine discussed the spreadsheet called "Report of Technology Classrooms Found Open", dated 11/11/10. This spreadsheet lists classrooms found open and unsecured. She will speak with the repeated offenders listed, but needs ITC help to enforce.
- At the end of 2012, Blackboard Vista will expire. Systemwide standards will be developed. Lorraine and Linda Rinker are looking for three faculty members to join a systemwide Learning Management System (LMS) Committee. They will need to come up with use scenarios and functional requirements for our next Learning Management System. Bill Joel expressed his interest to serve on the Committee. The popular LMS are Blackboard Learn, Moodle, Sakai and Ready2Learn. An RFP will then be written and evaluated.
- WestConn and the other universities need more robust tools for audio/video technology in the classrooms. A systemwide Instructional Videoconferencing Committee for Unified Communications/ VoIP Project is being formed with representation from each university. Rebecca expressed her interest to serve on this committee.
- Video Editing Classroom/Lab, BR017, will be upgraded to high definition so that the academic discipline can be competitive with other Universities. UC is building one Mac and one PC prototype for the department to experiment with. The temperature in BR017 is too hot; therefore, UC is looking at moving the classroom/lab across the hall. Lorraine asked Rebecca if she can help do the testing on these machines for this room to see if a mixed MAC/PC environment will work.
- Lorraine has a meeting with Paul Reis next week and will discuss the Production Studio collaboration between Media Services and Communication Department.
- WA320 projector screen ripped and Jason Esposito is in the process of replacing it. Not sure how this happened.
- Lorraine reviewed Capital Projects spreadsheet which covered the entire University.

Library Services Issues/Questions/Updates :

- Veronica Kenausis stated that 4-5 new public machines (floors 2-5) failed in Haas Library, and one in Young. She asked if we were having problems with the new PC model in other places. We are not.

- Lorraine said that the printer for public machines at Young Library was down due to someone putting a transparency into the machine and it melted. **ACTION:** Veronica will follow up with this issue and speak to appropriate staff.
- Veronica requested to have all the public computers in Haas Library have the capacity to print to all four laser printers. **ACTION:** Jason Esposito will make the change.
- Veronica discussed ILLiad is going to be managing the migration from a local server to a hosted server she has already begun this process and will update us at next meeting.
- The public laser printer at the Young Library will be replaced with a HPS9050. Veronica has found space for the new laser printer. **ACTION:** Jason Esposito will make this change.

Budget Issues/Questions/Updates :

- Mitch Wagner asked the status of the HP Workstation for the Incoming Biology Faculty member (Dr. Neeta Connolly – who will start in January, 2011) that required more horsepower for the GIS application. Lorraine stated that there is no Dean's budget, so she will have to figure out how we can pay for it.
- Lorraine passed out ITC machine allocation spreadsheets indicating spending costs for each school and discussed their spending/pricing individually. Lorraine asked the ITC members to tell their departments not to panic if they have older machines as we have extra's if needed; however we cannot just upgrade. To save cost, all printers will slowly be pulled out of offices and put into centralized places. Print jobs will be released with your WestConnect card. Jason Esposito will go around to see if printers are working properly before they are just replaced, as indicated on the current spreadsheets.
- Lorraine will remind the Deans' that the color laser printers were specifically purchased and installed in each of their respective offices so that their faculty can have access and print color copies. Therefore faculty should not use printers in the Computer Centers. They are for student printing.
- New bullet Lorraine discussed with Dan Barrett, the Chair of CELT and Faculty Advisement, the idea regarding collaborating with the committee on demonstrating faculty demonstrating ways to reduce and/or eliminate paper usage and printing. We need to give examples on how other faculty are doing this. Rebecca stated that if we move forward on this she will be able to create a five minute video online to show examples.
- Rebecca will write up a Purchase Requisition for Digital Signage and give it to Lorraine.

Closing :

- Lorraine will email everyone to bring something in for next month's ITC meeting as it will be a Holiday "Pot Luck" luncheon.

ITC Meeting Schedule **:**
    12-1:30pm: OM304 : 12/9/10, 2/10/11, 3/10/11, 4/14/11, 5/12/11

Information Technology Committee (ITC) Minutes
March 11, 2010, 12:00pm-1:30pm, OM304

Present: Lorraine Capobianco (chair), Rich Montague, Mitch Wagener, William Joel, Todd McInerney, Veronica Kenausis, Rebecca Woodward, Dan Goble, Rona Gurkewitz

Issues/Questions/Updates

- The ITC discussed the progress of the Visual and Performing Arts building. Work on the building is projected to commence summer 2011 and the target completion date is summer 2013. Dan Goble suggested that Lorraine join the planning meetings to insure that technology from a functional perspective is addressed. University Computing (UC) is already involved with the infrastructure. The academic departments are meeting all day today with the design committee to discuss their respective space. At Dan's suggestion, Lorraine spoke to Peter Visentin, Director of Planning and Engineering earlier today about attending today's design/planning meetings. Peter will be taking the input from today's meetings to incorporate into the plans. He thought it would be better to discuss with Lorraine the modified plans based on today's meetings. ACTION ITEM: Lorraine will call a meeting with UC staff, Media Services and department representatives who have been meeting with the design committee, to discuss technology for the building from the functional perspective.

Intersession Projects and Other Projects - Update

- Lorraine reviewed the following lists of projects with the ITC. Because of the overwhelming number of projects, Lorraine asked the ITC members to review the lists for projects that are not included and should be listed. ACTION ITEM: Veronica Kenausis noted that the Haas Library printers have not been relocated to the MTCC and should be listed under "Intersession/Spring Projects In Process." Completed, see below. University Computing is waiting for Mercury (outside contractor) to install data lines so the move can take place. ACTION ITEM: Rona Gurkewitz said the Computer Science Department server project needs to be added. Completed, see below.

Intersession Projects Completed

- Banner 8 Hardware and Software Upgrade (Blade Servers, NetApp SAN, Version 8.x Software)
- Select Survey upgrade
- Maple V13 - installed in all labs, math classrooms and math faculty machines; Maple V10 and V12 removed from all classrooms and labs
- Removed Visual Studio 2005 install Visual Studio 2008 in WS208, WS116, labs
- Removed MS Office 2003 except FrontPage 2003; install SharePoint Designer 2007.
- Remove FrontPage 2003 over the summer. University Computing will help people transition over to SharePoint. Users will be able to use both until July 1, 2010.
- HA012 Theatre Arts Multi-station Technology Classroom – tables, chairs, 16 iMacs
- WH219 – upgrade software, new tables, pianos and stands, and an audio controller

- SB244 – replaced 10 iMacs with new iMacs
- WestConnduit Portal Upgrade and uses Active Directory (no longer need Banner PIN)
- Chairs – replaced in multi-station technology classrooms where necessary
- Printer Inventory
- Help Desk software (Track-It!) upgrade to use Active Directory
- Music/Announcements when telephone call is put on-hold
- MS Software licensing sign out system for students
- Hire PC Maintenance Tech – Derek Ljongquist starts March 15th
- Replaced computers in Young Library

Intersession/Spring Projects In Process

- Banner Degree Audit (CAPP)/Online Catalogue/Program Sheets
- Online CUCAS Application & Enter AY0910 approved curriculum changes
- Replace the main Mac in the Ives Hall Sound Booth
- Install VMware Player 4 in WS103 and public areas
- Windows 7 research and implementation timeline
- SPSS 18 & PASW Statistics Pilot and implementation timeline
- Blog and Wiki software: WordPress Mu & MediaWiki implementation and training
- Implement IPEDS ethnicity regulation
- Implement "no blank grades to submit" option for final grades
- ForeFront anti-spam cloud Implementation (during spring break)
- Replace old G3 and G4 Macs with newer used Macs
- Set all printers to duplex
- Convert all web applications from using Banner PIN and use Windows credentials
- Replace older projectors (12 replaced, 5 pending, 40 ordered)
- Replace computers in Haas Library floors 2 through 5
- Implement Pharos with WestConnect Card in WSCC, CCCC, MTCC, STTC and other areas to better control printing
- Relocate reference printers in Haas to the MTCC
- Server project for Computer Science Department

Summer 2010 Projects (Partial Listing)

- Clean Access for students and wireless access – new platform/version
- Implement new federal regulation for text books by July 2010
- MIS Information Security classroom/lab
- Desktop video conference solution
- Replace all instructor stations at MT (86 PCs; 8 Macs); WS (25 PCs); Waterbury (5 PCs)
- Implement Webcheckout for Media Services and Library
- Purchase and implement iPod touches with required software for Nursing students
- Replacement Plan (need to prioritize the replacement of computers)
  - Freshman Resource Center (10 PCs); Math Clinic (11 PCs); Writing Lab (12 PCs)
  - SB244 (10 PCs)
  - HA012 – Theatre Arts is requesting 12 additional iMacs for a total of 28 machines
  - WS117a (30 PCs)

- o WS212 (30 PCs)
- o WS377b (28 PCs)

Open ACTION ITEMS from September, October, November and December meetings:

- Lorraine will order machines by the middle of January 2010.
- Lorraine will draft a memo to faculty on how budget reductions will impact technology for faculty and share it with the ITC.
- Lorraine asked Rebecca to document a procedure for the use of Magic DVD Ripper by Media Services.
- Mitch and Veronica agreed to test free bibliography software and EndNote and do a write-up with a recommendation. Testing is complete. Write-up in process.

Software Requests & Installations Update – As of 3/11/10

- An updated software status report was distributed to the ITC. The goal is to have all of the outstanding software installed the end of the semester. Lorraine asked the ITC technology chairs and Veronica to share the information with the schools/area for their feedback (e.g. missing requests, urgent requests, etc.) Rona Gurkewitz requested Maple V13 for WS103 instructor station. ACTION ITEM: Rona sent an email to Request University Computing on 3/29/10 for the installation of this software.
- Because of the overwhelming number of projects, UC will create a process with deadline dates for software installations. Lorraine suggested that April 10th be the deadline to submit classroom/lab software requests for use in the fall of the same year, and September 10th for spring of the following year. Of course, even with deadline dates, complexity of the software installation, impact at the university, and money available would also affect the semester the software would be available.

Desktop Funds and Machine Allocations

- Mitch Wagener asked when the balance of outstanding machine allocations will be done.   Lorraine believes urgent/emergency installs are done. Lorraine asked the ITC members to let her know of emergency installs that arise so they are addressed. The first CSUS 2020 funded desktop order for PCs was placed. The order was approved by the System Office and submitted to DPW on March 2, 2010. DPW has 30 days to respond. Laptops, printers and Macs will be ordered next.
- Mitch asked if there would be more desktop funds made available, or are the current available balances firm. ACTION ITEM: Lorraine will look at the budget and she will advise the ITC technology chairs and Veronica at the next meeting.

Media Services Initiatives – Deferred to the April meeting.

ITC Meeting Schedule: April 8, 2010 and May 13, 2010, 12-1:30pm, OM304

Information Technology Committee (ITC) Minutes
December 10, 2009 12:00pm-1:30pm, OM304

Present: Lorraine Capobianco (chair), Rich Montague, Mitch Wagener, William Joel, Todd McInerney, Veronica Kenausis, Rebecca Woodward, Terry Wells, Dan Goble, Kit Hinga, Rona Gurkewitz

Issues/Questions/Updates

- To prepare for anticipated cuts in the university's operating budget, we are looking for ways to reduce expenses further. University Computing is currently out of operating expense money. Toner and ink for faculty and staff are purchased with these funds. Lorraine said that if there are no OE funds for FY10, we might need to look at removing printers from individual offices and putting larger printers in general areas. This, of course, would make it somewhat less convenient. The ITC members support the recommendation to use technology as a means to reduce the amount of paper and toner/ink purchased by the university. The ITC discussed several strategies to reduce/contain operating expenses, which included: set a budget for supplies (toner, ink, paper) by department, promote the use of Blackboard Vista and Turnitin.com to faculty, have faculty accept electronic assignments/papers from students, develop and use electronic forms. Lorraine asked the ITC members to consider all these issues and other cost saving measures.

Intersession Projects

- Banner 8 Hardware and Software Upgrade (Blade Servers, NetApp SAN, Version 8.x Software)
- Select Survey upgrade
- Maple V13 - install in all labs, math classrooms and math faculty machines; Maple V10 and V12 removed from all classrooms and labs
- Remove Visual Studio 2005 install Visual Studio 2008 in WS208, WS116, labs
- Remove MS Office 2003 except FrontPage 2003; install SharePoint Designer 2007.
- Remove FrontPage 2003 over the summer. University Computing will help people transition over to SharePoint.
  Users will be able to use both until July 1, 2010.
- HA012 Theatre Arts Multi-station Technology Classroom – tables, chairs, 16 iMacs
- WH219 – upgrade software, new tables, pianos and stands, and an audio controller
- SB244 – replace 10 iMacs with new
- WestConnduit Portal Upgrade and uses Active Directory (no longer need Banner PIN)
- Chairs – replace in multi-station technology classrooms where necessary
- Printer Inventory
- Help Desk software (Track-It!) upgrade to use Active Directory
- Music/Announcements when telephone call is put on-hold
- MS Software licensing sign out system
- Hire PC Maintenance Tech – Derek Ljongquist starts March 15th
- Replaced computers in Young Library

- Online CUCAS Application & Enter AY0910 approved curriculum changes
- Replace the main Mac in the Ives Hall Sound Booth
- Install VMware Player 4 in WS103 and public areas
- Windows 7 research and implementation timeline
- SPSS 18 & PASW Statistics Pilot and implementation timeline
- Blog and Wiki software: WordPress Mu & MediaWiki implementation and training
- Implement IPEDS ethnicity regulation
- Implement "no blank grades to submit" option for final grades
- ForeFront anti-spam cloud Implementation (during spring break)
- Replace old G3 and G4 Macs with newer used Macs
- Set all printers to duplex
- Convert all web applications from using Banner PIN and use Windows credentials
- Replace older projectors (12 replaced, 5 pending, 40 ordered)
- Replace computers in Haas Library floors 2 through 5
- Implement Pharos with WestConnect Card in WSCC, CCCC, MTCC, STTC and other areas to better control printing
- Relocate reference printers in Haas to the MTCC

Completed/Closed ACTION ITEMS from September, October, November and December meetings:

- ITC Bylaws revisions were voted on at the 11/18/09 Senate Meeting. Veronica Kenausis attended the November 18, 2009 University Senate meeting at which the ITC Bylaws revisions were passed. Item is complete.
- Lorraine Capobianco requested a report from WestConnect of all technology classrooms that are left unlocked at the end of the day are either locked by the police or they auto lock at 11 pm. The report was generated but it is not in a readable format. This item is closed until UC has the time to write a report from the database in a readable format.
- Lorraine reviewed the Arts & Sciences criteria for purchasing new computers and printers for faculty.
  This item is closed.
- Veronica and Rebecca Woodward were asked to prepare a list of questions relating to copyright issues for Theresa O'Brien, Contract Compliance Officer at the SO. This item is closed.
- Dan Goble finalized the Visual & Performing Arts Head Count. This item is complete.
- Lorraine asked the ITC members to let her know which of the oldest Sharp projectors should be prioritized for replacement. Rich Montague gave us WS377C, WS247A, WS247B, WS338, WS208, WS377B, WS134, WS134A. After the meeting, Mitch Wagener gave UC WH207 and WH204. Jason Esposito evaluated the projectors and had the Sharp projector in WH207 replaced on 12/4/09. The new Mitsubishi projector in WH204 is in good working order and does not need to be replaced now. However, WH324 has an old Sharp XR20 and is scheduled for replacement on Friday, 12/11/2009. Rebecca gave us BR207. UC will prioritize the replacement of these projectors. This item is closed.

- Verification of machine installations done from FY04 through October 8, 2009 – This item is closed. Not sure that the format of the spreadsheet was the best format to gather this information.
- At the request of Rebecca, an instructor station chair was placed in BR207. This item is complete.
- FY08 & FY09 Bond Money NEW & USED MACHINE Allocation Spreadsheets were distributed to the school technology chairs and Veronica and they were asked to confirm that the allocations are accurate by the end of the day 12/10/09. This item is complet
- Rich noted that many of the student station chairs in WS241 are missing arms and need repair. The student station chairs will be replaced/repaired. This was completed over the intersession.

Open ACTION ITEMS from September, October, November and December meetings:

- Lorraine will order machines by the middle of January 2010.
- Lorraine will draft a memo to faculty on how budget reductions will impact technology for faculty and share it with the ITC.
- Lorraine asked Rebecca to document a procedure for the use of Magic DVD Ripper by Media Services.
- Mitch and Veronica agreed to test free bibliography software and EndNote and do a write-up with a recommendation. Testing is complete. Write-up in process.

Lorraine asked the ITC members to tell her the names of faculty who need software available for Fall 2010.

Media Services Initiatives – Deferred to the February meeting.

Next Meeting: February 11, 2009, 12pm-1:30pm, OM304

Information Technology Committee (ITC) Minutes

November 12, 2009 12:00pm-1:30pm, OM304

Present: Lorraine Capobianco (chair), Rich Montague, Mitch Wagener, William Joel, Todd McInerney, Veronica Kenausis, Rebecca Woodward, Terry Wells

Issues/Questions/Updates

- HA012 Theatre Arts technology classroom - Telecom is being completed, student chairs and tables have been ordered. We have used Macs but UC (University Computing) will get a quote for new Macs and it will be considered. ACTION ITEM: This room will be completed over the intersession.
- No change in the current budget situation.
- MIS Security Lab is on track for completion in May or June 2009. HVAC contract was awarded.
- Rich Montague noted that many of the student station chairs in WS241 are missing arms and need repair. ACTION ITEM: The student station chairs will be replaced or repaired over the intersession.
- CAPP Degree Audit will be offline until the early part of the Spring 2009 semester. (End of February 2010).

Competed ACTION ITEMS from September, October and November meetings

- Gail Walsh emailed the bylaw revisions to Kit Hinga, Rich Montague, and Veronica Kenausis.
- Gail emailed the machine installation summary to each school technology chair and Veronica.
- As of October 2009, University Computing includes the date of the machine installation on the machine label.
- Kit Hinga finalized Professional Studies Head Count.
- HA202B has been assigned to Psychology as the "Responsible Department." HA202A has been assigned to HPX and HA012 has been assigned to Theatre Arts.
- Dan Goble summarized streaming audio available to students, faculty and staff at WestConn.

The write-up is as follows: WCSU currently subscribes to various online music databases. They are NAXOS Music Library; NAXOS Music Library: Jazz; and Classical Music Library. These databases are available on and off campus From off campus, use of the online sound resources requires a log-in process and is streaming only. Musical examples cannot be downloaded (ripped).

Naxos Music Library is the most comprehensive collection of classical music available online. It includes the complete Naxos and Marco Polo catalogues of over 165,000 tracks, including Classical music, Jazz, World, Folk and Chinese music. While listening, you can read notes on the

works being played as well as biographical information on composers or artists in Naxos' extensive database. All these can be accessible from computers in academic libraries, home or office. The link to access Naxos Music Library is: http://library.wcsu.edu/cgi-bin/go_db.py?db=Naxos

Naxos Music Library: Jazz is one of the most comprehensive collection of jazz music available online. It offers close to 20,000 tracks of jazz from over 1,900 albums. Over 500 jazz artists are represented. Naxos Music Library Jazz comprises Naxos Jazz and the 22 labels of Fantasy Jazz. Naxos Jazz, along with Prophone and Proprius, brings you the world of international jazz, covering Sweden and Scandinavian jazz artists, and offers the very best in blues and R&B. Follow this link to access Naxos Music Library: Jazz: http://library.wcsu.edu/cgi-bin/go_db.py?db=Naxos_Jazz

Classical Music Library is an ever-growing, fully searchable classical music database of distinguished classical recordings. It includes tens of thousands of licensed recordings that are cross-referenced to a database of supplementary reference information. Classical Music Library is the only audio service developed exclusively with the needs of librarians in mind. It's also the only dedicated library resource offering music licensed from major labels. To access Classical Music Library follow this link:
http://library.wcsu.edu/cgi-bin/go_db.py?db=CML

Incomplete Action Items from September, October and November meetings

- ITC Bylaws revisions will be voted on at the 11/18/09 Senate Meeting. ACTION ITEM: Lorraine or Gail will send Sue Maskel an email explaining that Veronica will attend the Senate meeting in case there are any questions. Follow-up: Veronica attended the November 18, 2009 University Senate meeting at which the ITC Bylaws revisions were passed.
- Reports of all technology classrooms that are left unlocked at the end of the day where either the police lock them or they auto lock at 11 pm were received. The reports are very difficult to read and the information that the ITC is looking for would have to be extracted from more than one report. In order to see only the desired information, UC would have to write a report. All Technology Classrooms will eventually have access control. A possible interim solution would be to prioritize the installation of card readers on the technology rooms identified by the ITC that are consistently left unlocked.
- Lorraine to review the Arts & Sciences criteria for purchasing new computers and printers for faculty.
- Mitch Wagener and Veronica discussed the results of testing a free bibliography software and EndNote. Mitch and Veronica agreed to provide a written recommendation based on their testing.
- Veronica and Rebecca Woodward were asked to prepare a list of questions relating to copyright issues for Theresa O'Brien, Contract Compliance Officer at the SO.   Rebecca shared with the ITC the information she discovered on the University of Texas website: http://www.utsystem.edu/ogc/IntellectualProperty/copypol2.htm . This topic

is very broad and it will require additional research and discussion to formulate questions. Lorraine suggested that this might be a great topic for a workshop at the Instructional Technology Center. As another resource, SCSU has information on their website located at http://copyright.southernct.edu/index.htm

- Dan to finalize Visual & Performing Arts Head Count.
- Lorraine asked the ITC members to let her know which Sharp projectors should be prioritized for replacement. Rich gave us WS377C, WS247A, WS247B, WS338, WS208, WS377B, WS134, WS134A. After the meeting, Mitch gave UC WH207 and WH204. Jason Esposito evaluated the projectors and had the Sharp projector in WH207 replaced on 12/4/09. The new Mitsubishi projector in WH204 is in good working order and does not need to be replaced at the present time. However, WH324 has an old Sharp XR20 and is scheduled for replacement on Friday, 12/11/2009 .
- Lorraine will try to order machines before the December ITC meeting.
- Lorraine will draft a memo to faculty on how budget reductions will impact technology for faculty (hopefully before the December meeting) and share it with the ITC.
- A summary of machine installations done from FY04 through October 8, 2009 was distributed. Lorraine asked the school technology chairs and Veronica to verify as much information as possible and to cross out any machine that faculty/staff don't have any more and to add any equipment they have that is not on the list.

Reconciling Faculty Machine Allocation Spreadsheets against Property Management Reports

- The department listed on the report from property management was not always correct. Therefore, we cannot use the report sorted that way. The school technology chairs, Veronica Kenausis and Terry Wells were asked to disregard the reports.

Library Services Initiatives

- Digital Commons, a hosted, web-based institutional showcase and publishing service was recently purchased by the Library. The repository is a single place to organize and showcase the intellectual output of the university. The repository will ensure a wider readership of the institution's teaching and research and provide readership statistics for each object uploaded to the showcase. The showcase enables faculty members to add or publish their own content to the repository while ensuring that the content is accessible in a standardized and high-quality user interface. The repository ensures preservation of the intellectual output of each faculty member. Veronica Kenausis is the technical contact. Veronica noted that an advisory group has been formed to develop policies for Digital Commons including when and where to backup the university outputs.

Faculty and Classroom Software

Lorraine distributed an updated "UC Outstanding Software Requests" dated 11/12/09 to the ITC. The document provides the ITC members an update on software installations for

classrooms/labs. **ACTION ITEM:** Lorraine asked Rebecca to document a procedure for the use of Magic DVD Ripper. All requests for ripping DVD videos will be sent to Media Services. UC will not distribute the Magic DVD Ripper software because we must ensure that we are following copyright laws.

Media Services Initiatives – Deferred to the December meeting.

Next Meeting: December 10, 2009, 12-1:30pm, OM304

Information Technology Committee (ITC) Minutes

March 12, 2009 11:30-1:00pm, OM304

Present: Lorraine Capobianco (chair), Rona Gurkewitz, Rich Montague, Mitch Wagener, Terry Wells, Fred Zarnowski, Dan Goble, Kit Hinga, Edmund Breitling, Rebecca Woodward

ITC Membership – Spring 2009

- Lorraine Capobianco, Chief Information Officer (ITC Chair)
- Dr. Richard Montague, Chair, MIS (Ancell School of Business Technology Chair)
- Dr. Stephen Wagener, Biology (Macricostas School of Arts and Sciences Technology Chair)
- Dr. Kathleen Hinga, Social Work (School of Professional Studies Technology Chair)
- Dr. Dan Goble, Chair, Music & Music Education (School of Visual & Performing Arts Technology Chair)
- Rona Gurkewitz, Computer Science (Computer Science Department Representative)
- Fred Zarnowski, Director of Information Technology (Director of Information Technology)
- Rebecca Woodward, Director of Media Services (Director of Media Services)
- Veronica Kenausis, Electronic Systems Librarian (Director of Library Services designee)
- Edmund Breitling, President, Student Government Association
- Elizabeth Gugino, Student Representative

Updates/Issues/Questions/Concerns

Six desktops will be replaced in Haas Reference Library by end of March. Machine and printer upgrades in the offices of Financial Aid, Registrar, Cashier, Human Resources, University Relations, and Graduate Admissions are complete. We received a quote for the projection in WS243 and it is being reviewed by UC. Lorraine doesn't know yet if there is enough money in this year's budget. Mike Lynch spoke to a consultant regarding the audio in SB125. We will get pricing for the solution. As money tightens, printers may have to be pulled from offices and centralized printers will be used instead. We definitely need to stress double-sided printing.

The Department of Music was surveyed by the National Association of Schools of Music on March 2nd and 3rd. Dan Goble said the feedback from the survey site visitors was very

positive. One member of the team who is from Penn State, said the music technology lab is one of the best in the state that he has seen.

Student Questions/Needs – Update

- Microsoft Student Licenses: Quantities given out as of 3/12/09:

  193 Office 2007; 74 Office 2008 (Mac); Windows Vista 74

- SGA Officers now have email in Outlook for SGA business:

  SGAPres@wcsu.edu, Edmund Breitling
  SGAVPinternalaffairs@wcsu.edu, Ethan Breitling
  SGAVPstudentrelations@wcsu.edu, Jessica Terranova
  SGAVPfinance@wcsu.edu, Christina Williams
  SGAchiefjustice@wcsu.edu, Joshua Leslie

- SGA online election software application – (The software received from SCSU did not fulfill our requirements so a web-based system is being developed in UC.)
- Debate Club – allocated 2 wireless laptops
- Meteorology Club – allocated 4 used desktops/printer

Technology Classrooms

At the 4/12/09 ITC meeting, the committee will review and determine a process for possible re-evaluation of "Responsible Department." Lorraine asked, "Do we need to redistribute some rooms?" HPX wants a room different from HI 114. Sal Trapani would like a room with 12 computers. Lorraine, Todd, and Jason will meet with Computer Science regarding their server needs and upgrading WS 103 over the summer.

Faculty & Classroom Software

A draft version of WCSU Software Inventory and instructions will be distributed and reviewed by the ITC membership at the next meeting. In the meantime, requests for ITC software should be emailed to "Request University Computing" and "ITC Software Request" should be in the subject to alert UC.

Faculty Head Counts

A summary of desktop computing funds as of 3/10/09 was distributed and discussed. Lorraine would like to attend school ITC/dept. meetings to discuss equipment money, email policy and address any other issues/questions/topics. Current machine pricing spreadsheet dated 3/1//09 was also distributed. The A&S criteria for computer purchases was distributed as a sample and for possible use by other schools. The Ancell School of Business surveyed the faculty for technology needs.

Inventory – Faculty & Staff that have more than one machine

To be further discussed at the 4/9/09 meeting. Lorraine will see if Property Management can run a report from the university's records to assist with this.

ITC Replacement Plan

The replacement plan was distributed to the committee. The listings highlighted in green will be done and the ones highlighted in yellow are to be discussed. Lorraine asked the school technology chairs to share this information with their school technology committees and bring feedback to the next ITC meeting. Rebecca Woodward mentioned that Media Services needs 2 desktops to replace machines provided by a vendor for channel 80. UC will provide replacement desktops. Lorraine would like to replace all of the instructor stations to stay consistent but depending on funding, may only be able to do those installed in 2003.

Next Meeting: Thursday, April 9, 2009, 11:00am-12:30pm, OM304.

Information Technology Committee (ITC) Minutes

December 11, 2008, 12:00pm-1:30pm, OM 304

Present: Lorraine Capobianco (chair), Rona Gurkewitz, Veronica Kenausis, Rich Montague, Mitch Wagener, Terry Wells, Fred Zarnowski, Dan Goble, Kit Hinga

Updates:

Two new marketing strategies have been implemented at the university. Students accepted to WestConn will now receive an email with a link to a podcast with President Schmotter welcoming them to the university. Secondly, WestConn has a formal presence on FaceBook which is managed by a WestConn team.

Lorraine reminded the VPs and deans that the color laser printers in their respective offices are also for faculty and staff in their school/area that have a need for higher volume color printing. The VPs and deans acknowledged this reminder and had no issues sharing. Faculty/staff who want to use the color laser printer in their area/school would have to use it during the normal work hours of the office where the printer is located. The SGA will be getting a color laser printer for student use. Color laser printers are already available in the MTCC, STTC, WSCC, and C4.

Student Questions/Needs

CDs for Microsoft Software At Home for Students are on order and will be available at the Midtown Computer Center and Westside Computer Center. Students can receive Windows Vista Business Edition, Microsoft Office 2007 Enterprise Edition for PC and Microsoft Office 2008 for Mac. Students will need to present their student ID and sign a form acknowledging terms, conditions and receipt. This is being financed through the student technology fee. Eventually, an electronic agreement and signature will replace the paper form.

Also, as a reminder, students can download university sponsored anti-virus software from www.wcsu.edu/antivirus. They will need a valid WestConn 8-digit ID and a 6-digit Banner PIN.

The number of PCs in the MTCC has increased from 44 to 51 and five more PCs are targeted to be installed before the start of the Spring semester.

The temperature issues in the MTCC and C4 have been addressed. Maintenance turned on the chillers for these two locations which has lowered the temperature in these areas.

Lorraine asked the ITC to share with students the stress management resources and activities listed on the Finals Week Stress Management poster from Student Affairs.

Lorraine will send an email to faculty next semester asking them to accept two-sided printed materials from students as a cost saving measure to the university.

Laptop/Desktop – Minimum Specifications

The laptop, desktop and color inkjet we were purchasing are no longer available. A new desktop model was chosen and the specifications and pricing were sent to the committee before today's meeting.
The next laptop and color inkjet will be chosen shortly and the specifications and pricing will be emailed to the ITC before the February meeting. The ITC will also discuss the minimum standards/specifications for laptops and desktops used at the university.

Bond Money

The balance of ITC FY08 equipment money will be reserved for emergency use. Good news— the FY09 equipment money for Desktop Computing and Tech in the Classroom is available. There is a new and much more involved process for purchases made with FY09 equipment money (CSUS 2020). The two types of money are now each considered a project. As such, it must be approved by the System Office if over $10k and then by DPW because it is a project. Equipment must be ordered earlier and in larger quantities and for a specified use such as classrooms, faculty machines, etc. Any variance in price requires a change order. The process requires approval by DPW. DPW has 30 days to respond to requests but they do not want to prolong the process to purchase equipment any longer than necessary. Lorraine will submit a request to purchase equipment in January 2009 and she will keep the ITC informed on the status of the order.

Gail Walsh will email each school technology chair and Veronica Kenausis their respective headcount spreadsheet for their review and approval.

Lorraine will meet with Provost Linder Rinker and Dan Costello to set standards and define what constitutes using CSUS 2020 funds for classroom upgrades. Many of the costs to upgrade technology classrooms such as whiteboards, chairs, computer tables, lighting, paint, carpeting, etc. have been and are currently funded by the IT budgets. Using CSUS 2020 funds to cover all items for classroom upgrades can result in other uses for the student technology fee such as student scholarships.

Software

Lorraine and Steve Veillette submitted software inventories and purchases for FY07 and FY08 to Fiscal Affairs for the APA audit.

During the Spring 2009 semester, Lorraine plans on meeting with each department to talk with faculty about the software they are using and the software they need as well as other technologies that they use and need.

EndNote and RefWorks are bibliographic management software applications that were requested by faculty. Lorraine wants to standardize on one product. Veronica researched both and distributed the findings to the ITC. Veronica indicated that we already have EndNote web but will need the client piece if we wish to use the additional functionality. However, the web

product may be sufficient for students to use. Veronica offered to work on the administrative piece and write instructions with the goal to make an announcement over the intersession. Veronica also mentioned a freeware alternative to EndNote called Zotero. After the meeting Veronica sent an email to the ITC with details about Zotero.

Microsoft Office 2003 needs to be removed from University machines because the dual install with Office 2007 has created issues. Lorraine will send an email stating that it and other 2003 software will be removed in summer 2009. Also, Front Page 2003 will be replaced by SharePoint Designer 2007 in summer 2009. She will send the email to faculty in January 2009 to see if it feasible to do in summer 2009 and to give faculty enough time to order new textbooks if needed.

Intersession Projects

Lorraine reminded the ITC to review the final count of technology classrooms in the replacement plan and the rooms listed in last month's minutes and to let her know of any discrepancies that they may find.

The conversion to Microsoft Outlook is progressing with 90% of the faculty already converted. The remainder of the faculty and all of the administrative staff will be converted by the end of January. Adjunct faculty will use Outlook Web Access (OWA) and UC will run workshops for OWA.

WH219 music classroom/lab and practice rooms will receive new machines and software. Equipment upgrades (memory, hard disks) will be done for the video editing classroom/lab and the GIS lab. The first floor of the Haas and Young libraries will receive new CPUs. The Cashiers, Registrar, Financial Aid, University Relations, WestConnect and other administrative offices will also receive upgrades/new machines. The plans for the MIS security lab have been finalized and it should be completed by June or July 2009. WS103 may be a summer 2009 upgrade as well as all instructor stations. A point was made that furniture, especially chairs should be looked at. WH 224/225 has very old desks. DVD players are still taking up instructor desk space and an alternate solution should be considered. That will also be looked into.

Lorraine is also looking into setting up internet/email stations around campus.

Smartphones

Instructions on how to access university email on a personal smartphone will be published on the website. The user will need to agree that the smartphone will have a password and will be reset if there are too many invalid login attempts. Security is key with university email.

Minutes – Format

The ITC discussed the format of the ITC minutes. The consensus was that the minutes should be brief, bulleted points and not a detailed transcription.

Next Meeting: Gail Walsh will email the committee members and ask for their availability in Spring 2009. The ITC meeting will need to be on Monday, Thursday or Friday. Tuesday or Wednesday will not be considered because of other regularly scheduled meetings.

Information Technology Committee (ITC) Minutes

November 13, 2008, 12:00pm-1:30pm, OM 304

Present: Edmund Breitling, Lorraine Capobianco (chair), Dan Costello, Jason Esposito, Rona Gurkewitz, Veronica Kenausis, Rich Montague, Mitch Wagener, Terry Wells, Fred Zarnowski

Mitch Wagener requested wireless microphones for SB244 and SB142 because the air handler makes it hard to hear. Jean Kreizinger also requested assistance for addressing the same problem via an email to Lorraine. Lorraine suggested wireless microphones for faculty who teach in the SB244 and asked Gail Walsh to order them.

Lorraine asked Jason Esposito, User Services Manager to join the committee's discussions on technology and answer questions that the committee members may have. Dan Costello, Associate VP for facilities, will continue to attend ITC meetings to become more familiar with ITC replacement plan and other academic initiatives. Lorraine and Dan have been working to establish standards for technology room renovations. Lighting, furniture, flooring, tables, etc. are the features that Lorraine and Dan are standardizing to facilitate the renovation process.

Lorraine mentioned that WestConn is currently at the year 2013 enrollment projections (4700 FT Undergraduates) and the hope is that WestConn will benefit from the current slowdown in the economy perhaps achieving our year 2015 enrollment goal of 5000 FT Undergraduates. Hopefully, students and parents will look for more affordable colleges in the area with that private look and feel – namely WestConn. With that, we are looking for better classroom utilization, more student stations and when to schedule maintenance in technology classrooms. It was noted that all classrooms are now tech classrooms.

Updates:

The CSUS System Office is recruiting to fill two positions. The Chief Security Officer will report to the Chancellor and SO Chief Information Officer. The Chief IT Auditor will probably report to the Board of Trustees. IT will have full audits every year like fiscal affairs because areas of security, physical and information access are becoming more important and difficult to protect. Lorraine mentioned that WestConn is the only university in CSUS that closed all PriceWaterHouseCoopers audit issues such as change control, Banner access, and the emergency generator project. University Computing is currently working on a reporting portal that will lessen the need for Banner (Internet Native Banner) access and make information more accessible for users. University Computing is working on the design for the MIS Information Security classroom/lab.

University Computing has hired a new staff member, Richard Corzo, to fill the Web Developer position vacated by Priyanka Shah.

As a means to save money, Lorraine said that printers would be set by default to duplex printing. Some faculty require students to submit papers that are printed single-sided. Lorraine said signs would be posted in the MTCC, WSCC, C4 and the STTC to let them know about the

default setting. Signup sheets will be provided for students to indicate the names of the faculty who will not accept double-sided papers and Lorraine will contact them to see if they can accept work double-sided or electronically. Lorraine said that if UC budgets are cut by 3%, UC cannot continue to provide toner and paper for the entire university. Veronica Kenausis asked if UC considered print management software. Lorraine said UC is exploring a solution in addition to duplex printing. Rona Gurkewitz asked the cost to print one page from a DeskJet printer. Lorraine said she could find out.

Lorraine mentioned that every VP and Dean was provided with a color laser printer with the intent that color laser printing would be available to their respective departments/schools. Rich Montague said it was not clear who should have access to the Dean's color printer. Lorraine said she would let the VPs and Deans know that they should make their color lasers accessible to their units. Edmund Breitling said that the SGA would like a color laser for student groups. Mitch Wagener asked if there are any other suggestions on how to conserve? Lorraine mentioned that the WestConnServe committee was formed to offer resources and collect suggestions on conservation. The committee is co-chaired by Paul Steinmetz and Mark Case with representation from faculty, students and staff. More information on their efforts can be located at http://www.wcsu.edu/westconnserve/

Student Questions/Needs

Lorraine confirmed that the licenses for Microsoft Software At Home for students have been purchased. Before distributing the media, UC needs to put a system in place for students to sign an agreement attesting that they will abide to the licensing agreement. Initially, we may have to use a paper agreement like the one that faculty and staff sign and later use an electronic means. Richard Corzo who was recently hired will be working on this project. UC hopes to have the system in place by the end of January.

Lorraine and Steve Veillette met with the SGA on 10/29/08 to discuss their technology needs and Lorraine shared the topics with the ITC. Many of the projects are underway and UC will keep the SGA up to date on the progress of the projects discussed. UC will meet with the SGA regularly.

The MTCC currently has 44 PCs and 2 Macs. There is room to increase this by another 12 PCs. The MTCC has been filled with students and there has been as many as 70-80 people in the area at one time. The temperature in the MTCC is too warm. C4 has also been too warm. Dan and Lorraine are looking into having a mechanical engineer advise us on how to resolve the temperature issue for the short and long term.

Rich Montague requested rooms and hours for students to practice presentations at Westside. MIS 481, sections 01 and 71 class lists will be given to the WSCC lab assistants who can provide access to WS117a for their use to practice presentations. Lorraine mentioned that we need to find an area at Midtown. Veronica Kenausis suggested that the study rooms in Haas can also be used. Extended computer center hours during final exams are as follows:

Extended Hours for Finals (Fall 2008) - Midtown & Westside Computer Centers only
The Student Technology Training Center and the Westside Campus Center Computer Center will operate on regular hours.

Week Before Finals
Monday, Dec. 8   8:00 AM to 2:00 AM
Tuesday, Dec. 9   8:00 AM to 2:00 AM
Wednesday, Dec. 10   8:00 AM to 2:00 AM
Thursday, Dec. 11   8:00 AM to 11:00 PM
Friday, Dec. 12   8:00 AM to 4:00 PM
Saturday, Dec. 13   10:00 AM to 6:00 PM (MTCC)
10:00 AM to 8:00 PM (WSCC)
Sunday, Dec. 14   1:00 PM to 2:00 AM

Week Of Finals
Monday, Dec. 15   8:00 AM to 2:00 AM
Tuesday, Dec. 16   8:00 AM to 2:00 AM
Wednesday, Dec. 17   8:00 AM to 2:00 AM
Thursday, Dec. 18   8:00 AM to 11:00 PM
Friday, Dec. 19   8:00 AM to 4:00 PM

This information is posted on the web at
http://www.wcsu.edu/technology/students/extendedhours.asp

Lorraine mentioned that the education faculty complained about WS117a. Several committee members said that students from a Chinese school are using the entire WS Classroom building every Saturday. Lorraine said that she will inquire about a portion of the fee that is paid to use technology in the WS Classroom should be given back to technology.

Dan Costello asked for an explanation of the difference in the four computer centers. Lorraine explained that the Midtown Computer Center, the Westside Computer Center and the C4 all have the same philosophy and follow the five minute rule. The lab assistants in the centers help students for five minutes and if they need additional assistance, the student can go to the STTC where they can receive a 1:1 tutorial on specific topics. Of course, more assistance is given as time permits.

Dan Costello is on a committee that is discussing security for classrooms. Dan Costello discussed recommendations that the committee made to lock classrooms from inside the room should the need arise to secure the room from an outside intruder. Depending upon the room, this can be an automatic push button or a manual press and lock on the door handle. Ed Breitling requested a review of the MT Student Center card reader placement on external doors for access to the building to use the 24hr lab. Lorraine is putting access control on all MDF/IDF rooms, and then will finish access control on the classrooms. If we are going to increase the use of access control, Lorraine needs to replace the server infrastructure with a more robust structure to include redundancy and disaster recovery.

Live@edu – Email for Students - Update

The conversion from Lotus Notes to Outlook/Exchange 2007 is progressing. At WestConn, the plan is to have all faculty on Outlook/Entourage by the end of November and then all staff migrated by the end of January '09. Lorraine said we are looking to migrate the SGA and a few other student groups to Outlook at WestConn for their business email. At the beginning of February, we would hope to start to deploy Live@edu to students and possibly finish by the end of April.

Lorraine asked Edmund if he had any other issues/questions/concerns to discuss at this time, stating that she still has the list of requests from when Steve Veillette and Lorraine met with the SGA. Edmund said most issues have been addressed except for an update on a permanent space in the Student Center for clubs and the information for the SGA to buy a color printer for printing posters for events. Gail will send Edmund current pricing for a color laser print.

Lorraine said wireless at WestConn is complete. The reserves in the student technology fee account as well as much of FY08 moneys were used to complete wireless. The only other place that will be done is the outside quad area at MT.

Bond Money

Lorraine said that FY09 equipment money (CSUS 20-20) has been bonded but due to a new process, it has to be approved by DPW. UPDATE SINCE ITC MEETING: The process for applying for the 20-20 funds has been finalized. It is a much more involved process than in the past. DPW has 30 days to approve our requests.

The FY08 New and Used Machine Allocation Spreadsheets were distributed to Terry Wells, the school technology chairs and Veronica. Lorraine mentioned that funds have been earmarked as reserves for emergencies for each school/area and is listed on their respective spreadsheet.

Rich Montague requested that Brigid Schafer receive a new laptop. Lorraine will pay for this since it is a new faculty line and she covered all new faculty lines for the university.

Software

Lorraine distributed a summary of the requests for software collected in Fall 2008. Lorraine will evaluate the data and present a final summary to the ITC next month. Lorraine asked the school technology chairs and Veronica to let her know of any urgent software requests from their respective school/area. Software requests from Joel Goldstein, Noreen Jalbert and Emilio Collar were identified as being critical for Spring '09. Mitch Wagener asked if EndNote was our standard research and bibliography software. Lorraine wants to standardize on a particular product. Veronica has done research on this type of software which she will share her thoughts.

ITC Replacement Plan – FY04-10

Lorraine distributed the ITC replacement plan. The classrooms/labs to be done over the intersession are as follows: BR017 Video Editing (hardware and software upgrades); Haas Library, 1st floor, public workstations and Young Library public workstations (new HP CPUs); the STTC (new HP CPUs and 20" flat panel monitors); WH219 and WH practice rooms (new 24" iMacs) and the Westside MIS Security Classroom/Lab will be started. UC will try and upgrade 15" flat panel monitors to 17". A decision has to be made on when to upgrade the MT and WS instructor stations. Some were upgraded in Summer 2003 and some in Summer 2005. Do we upgrade all in Summer 2009? The current instructor station machines can be reused for administrative staff. Terry Wells asked why Avid was being dropped in favor of Adobe Premiere in the video editing lab. Jason Esposito said that Avid dropped support and the industry is moving to Adobe. Jason and Steve will upgrade the existing machines and install Adobe Premier over Intersession 2009. Lorraine said that WS 103 needs to be upgraded and existing machines reused. We are trying to get rid of all P4s and G4s by Summer 2009. WH 325b may be done pending a discussion with Linda Rinker. Rich Montague said that the WS208 instructor station computer needs to be upgraded/replaced. Gail will create a work order for the WS208 instruction station machine. The replacement plan will be an agenda item at the December 11th meeting.

Lorraine said Dan Costello has funds from CSUS 2020 to upgrade classrooms. Dan said it would be better if we renovated classrooms in a particular area in a cluster. We are striving to create a standardized classroom plan – new lighting will be the direct/indirect, Bose speakers in the rooms, maybe speakers in the ceiling, painting walls, carpeting vs. tiles, pictures, plants, certain types of desk and tables, chairs with arms or no
arms, etc. Rich suggested that lighting be on different switches for the faculty to adjust better for projection.

Lorraine, Jason and Steve did a final count of technology classrooms in the replacement plan and the rooms are listed below. Lorraine asked faculty to let her know of any discrepancies.

Midtown:
BERKSHIRE HALL – 11 rooms; 016, 017, 019, 101, 102, 103, 114, 207, 208, 209, 211.
HAAS LIBRARY – 2 rooms; 411, 413.
HIGGINS HALL – 8 rooms; 107, 108, 110, 114/214, 117, 202, 210, 220.
SCIENCE BUILDING – 37 rooms; 121, 122, 124, 125, 135, 142, 143, 164, 174, 175, 182, 203, 203, 209, 210, 218, 219, 231, 235, 240, 244, 263, 265, 268, 269, 275, 279, 303, 309, 313, 316, 321, 325, 331, 336, 337, 345.
WARNER HALL – 5 rooms; 201, 226, 303, 318, 320.
WHITE HALL – 32 rooms; 023, 024, 025, 026, 112, 114, 122, 127, 135/137, 201, 202, 204, 207, 208, 209, 212, 214, 219, 224, 225, 228, 231, 301, 302, 305, 306, 317, 318, 324, 325A, 325B, 329.
Total: 95 Classrooms (82 PC IBM, 4 HP (WH 024, WH 207, WA 318, HI 114), 1 SPEC IBM (BR 016), 8 MAC (WH 122, WH 224, WH 225, WH 127, WH 219, WH 305, WH 306, SB 203)).

Westside:
WSCB – 26 rooms; 103A, 116, 117A, 127, 134, 134A, 208, 212, 216, 219, 240, 240A, 241, 243,

247, 247A, 247B, 338, 342, 344, 377, 377A, 377B, 377C, 433, 518.
Total: 26 Classrooms (24 PC IBM and 2 PC HP (WS 212; WS 377c)).

Waterbury: FOUNDERS HALL - 5 rooms; 201, 202, 204, 205, 208.

Tech Classrooms:
Midtown   95 rooms
Westside   26 rooms
Waterbury   5 rooms
 Total   126 rooms.

Lorraine distributed an article, ECAR (Educause Center for Applied Research) Publishes 2008 Study on Students and IT, to the ITC and Lorraine offered to share future articles. At Mitch's suggestion, Lorraine will provide the titles of future publications to the ITC and members will let Lorraine know which ones are of interest to them.

Lorraine said that $800,000 from the FY09 CSUS 20-20 funds will be put towards redundant fiber between Midtown and Westside for disaster recovery and better functionality. The hub for both Midtown and Westside is in Old Main. Presently, if Midtown goes down, then Westside goes down. We will be splitting equipment that is in OM MDF to OM and SB MDF. The new fiber will start at the Science Building and go to the Westside Campus.

Next Meeting: Thursday, December 11, 2008, 12:00noon to 1:30pm, OM304.

Information Technology Committee (ITC) Minutes

March 13, 2008, 12:15pm-1:45pm, SC226

Present: Rich Montague, Hugh McCarney, Rona Gurkewitz, Lorraine Capobianco, Rebecca Woodward, Dan Goble, Michael Hebron. Guests: Jason Esposito, Stephen Veillette. Absent: Kit Hinga, Ryan Shea, Fred Zarnowski

Updates

Stephen Veillette provided a demo to the ITC and explained the benefits of using Citrix and how we will use it at WestConn. Citrix gives us the ability to offer software applications from any web browser for PC and Mac users. When logged into Citrix, less powerful computers can function at the same level of more powerful computers and various software can be accessed anywhere via the internet while honoring the software licensing agreement. Even though it is live, Steve is currently working on the web interface. Users will continue to use WestConn Remote Access for accessing their documents on the university's file servers. When using an application via Citrix, users will be able to access their documents on the file servers as if they were on campus (e.g. they can access files via H: and K: drives). The ITC discussed how Citrix can be potentially used in their schools. Veronica Kenausis asked how will we determine who has access to software. Lorraine said that most software offered in the student computer centers will be accessible to all users. Lorraine also mentioned that one of the reasons the Software Survey was conducted was to identify software. Only specialized software will have selective users and we will be able to limit access via Citrix.

Jason Esposito provided a demo of Turning Technologies Student Response System (SRS) that was purchased for classrooms, orientation, etc. To date, we purchased the hardware solution. The software solution will be looked at for purchase for multistation classrooms. A SRS is a software and wireless hardware system that allows instructors/presenters to present questions via PowerPoint or Blackboard Vista and allows students/participants to submit a response using a ResponseCard keypad. One-hundred thirty-five ResponseCard keypads were purchased for pilots in technology classrooms. Students will sign an on-loan form for the ResponseCard keypads and if it is not returned, a $35 charge will be put on their student account. The SRS will not interfere with the wireless technology at the university and can be used within 100 feet of placement of the receiver. Lorraine discussed possibly using the SRS during orientation to collect feedback from participants. John Cronin and Ron Drozenko will pilot the SRS this semester. If the SRS becomes popular, freshmen will buy them and use them for their stay at WestConn.

Emergency Notification Services

MIR3 was awarded the contract for the emergency notification system for CSU for emergencies and weather alert. MIR3, a San Diego-based company that is well respected within the field, currently provides emergency notification services at colleges and universities across the country. The MIR system has the flexibility to generate alerts in almost any format i.e. voice, e-mail, text messages, SMS messages, and send them to any type of device including cell phone,

PDA, telephone, computer, pager, fax, TTD/TTY. In addition to being flexible, the system has a user friendly interface for both message recipients and administrators. The Council of Presidents decided that the emergency notification system will include required opt-in with reminders for students, faculty and staff; weather-related notification; a separate field for parent/significant others contacts; installation of sirens at Midtown and Westside. Mike Lynch was very involved in the creation of the RFP through the award and will be WestConn's lead.

The implementation team for WestConn is as follows: Michael Lynch, Paul Steinmetz, Lorraine Capobianco, Walter Bernstein, Neil McLaughlin, Charles Spiridon**,** and Roger Connor. The team will be responsible for tailoring the system to meet WestConn's needs as well as engaging the user community, including students, faculty and staff. The system will be live for Fall 2008.

WCSU – Laptop Policy

Lorraine distributed the final WCSU laptop policy which is located at
http://www.wcsu.edu/technology/wcsu_laptop_policy_0208.pdf
Lorraine asked members to assist in raising awareness of laptop security along with securing our classrooms amongst students, faculty and staff. If a faculty/staff member cannot locate a laptop or another piece of technology and suspects that it may be stolen, they are being asked to notify UC (University Computing) as soon as possible. Please do not wait until you are sure something is stolen. The tracking process can start immediately and the location of the laptop may be identified by UC with software/hardware procedures already in place. Lorraine also asked the ITC members to again raise faculty's awareness to shut/lock technology classroom doors and offices where technology is located. Lorraine asked if you walk by an area with technology that is not secured, please secure it if possible. If you cannot secure the area, please call the UC Help Desk at 78467 and we will secure it. UC staff routinely close and lock doors.

Next Meeting – Thursday, May 8, 2008 and possibly Thursday, May 15th in Student Center 226, 12:15-1:45pm.

Information Technology Committee (ITC) Minutes

Present: Rich Montague, Hugh McCarney, Kit Hinga, Rona Gurkewitz, Lorraine Capobianco, Fred Zarnowski, Veronica Kenausis, Rebecca Woodward, Ryan Shea, Michael Hebron

Announcements/Updates

Hugh McCarney noticed that the Academic Planning Calendar had the "First Day of Classes" but not the "Last Day of Classes." Lorraine said there is a web team that works on the website and suggestions can be submitted to Paul Steinmetz or Steve Veillette. Academic Affairs maintains the calendar and will be asked to add the last day of classes. Rona Gurkewitz wanted to know if there were directions on the website on how to have an announcement posted in WestConnduit. Lorraine said she didn't think so but it was a good suggestion. Lorraine mentioned that the IT Strategic Functional Committee, which is a subcommittee of the University Strategic Planning Committee, is discussing what communication mechanisms the university will use in the future. In the meantime, Lorraine will see where we can add directions on the Website.

Lorraine discussed projects that are slated to be done over the intersession. WS116 will be totally renovated. The room will receive new carpeting, a new ceiling, recessed indirect lighting, new power poles and telecom, 2 projectors, 2 electric screens, new tables and chairs. The computers are new. The glass showcase will be removed from the back of the room and the wall at the front of the room will be renovated so that it is one even plane. Rona mentioned that it is difficult to see what students are doing while standing at the instructor's station. Lorraine provided a list of suggestions for Rona to address this issue. Additionally, the new student station desks will be bi-level and the instructor station will be high like other instructor stations in the building. The monitor will sit on the lower level. The bi-level tables are in Hi210 and Lorraine suggested that Rona visit Hi210. In order to start the renovation during exam week, Lorraine will contact Paul Prisco to find out who is using WS116 during exam week and try to find alternate classrooms. The timeframe is tight but we will make it work and the end result will be worth the wait.

Work on the MIS Security Lab will start in January 08. The goal is now to complete the room by the end of June 08. Four faculty offices will be created on the right side of the area and the lab will be on the left side. Rona asked if the lab will be for Computer Science also. Lorraine said she has not been given any information that the lab is for CS also CS should approach MIS if they wish to collaborate in the future. **The projection for the WH325b Social Sciences lab will be complete ASAP.** We are waiting for a few parts for the mounting bracket.

Lorraine informed the ITC that Newbury Hall and Litchfield Hall are now wireless, as well as the remaining areas in the Student Center and Warner Hall. A site survey will be done on Grasso and Pinney with a goal of completion by the end of January 08. Fairfield Hall will be wireless when the renovation is complete or soon after. This will depend on the contractors allowing us to enter Fairfield Hall during construction.

Current Base Software Survey -
http://survey.wcsu.edu/net/TakeSurvey.aspx?SurveyID=m2KH752

Lorraine distributed to each school and the library copies of the requests that were submitted by faculty in their school/area along with which faculty did and did not answer the survey. Lorraine will send out an email to the faculty who did not respond saying it is very important that they participate. Faculty need to complete the survey to at least inform UC (University Computing) what software they are using. It is ok if they do not have new software that they need. Hugh McCarney requested a copy of the ITC software that was requested the last two years. Gail Walsh will send Hugh the spreadsheets. Lorraine mentioned that Select Survey software is available to faculty and staff to conduct their own surveys. To request the use of the survey software, an email needs to be sent to Request University Computing.

Security

Lorraine distributed a draft of the policy on laptop security to the ITC for their comments. Lorraine explained that the essence of the second paragraph cannot be changed because it was reviewed by the Assistant Attorney General's office. But we do have some flexibility to make changes to the first paragraph. The committee agreed that even though student grades and DEC evaluations are not Class A Data, they should be added to the list of sensitive data not be stored on portable media. Lorraine will revise the draft, and share it with the committee. Along with the laptop policy, all laptop users will have to bring their laptops in so that UC can check for updates, barcode, serial numbers, etc., and have individual re-sign the on-loan form. Laptops are also going to be required to be put on the WestConn network every 1-2 months. Details of how often and how long are still being worked out and once settled, Lorraine will inform the ITC.

Auditors of Public Accounts (APA) and PriceWaterhouseCoopers (PWC) Audits

PWC was here last week conducting an audit for the period 1/1/07 through 9/30/07. The audit included a review of documentation to see if we follow our processes when change occurs e.g., access rights when a person is hired, retires, transfers, security policy change. The APA audit issue that UC needs to address is regarding an annual software inventory, and the tracking of all software. Lorraine and all of the CIOs support the need to install and use freeware for faculty.

Next Meeting - December 13, 2007, OM304, 12:30-2pm