Information Technology Committee

September 4, 2009 1:00 PM Library Curriculum Lab

Meeting Minutes

Present: Brodeur, Abed, Pierce, Fallon, Pesino, Kurkovsky, Iglesias, Blitz, Menoche, Hoopengardner, Mamed, Burkholder, Hyat, Saha, Labedz, Snyder, Washko, Jones, Werblow, Kara-Soteriou, Doan, Gadalla, Herman, Cernock

I. Call to order

II. Minutes of the May 1, 2009 meeting were approved with a question from Blitz regarding the IT fee being rolled into the general fund (See page 2, last bullet under “Report from the software committee). http://web.ccsu.edu/itc/Minutes/2008-2009/ITCminutesMay1-09.pdf

III. Introductions were requested by Fallon. Committee members introduced themselves to the membership.

IV. Announcements

• Pesino provided information that the Connecticut Distance Learning Consortium (CTDLC) will cohost with the UConn Center for Continuing Studies a seminar on online course best practices at Uconn on September 25 titled E-Learning 2.0: The Next Generation of Online Education Conference. Keynote Speaker will be Deb Adair from Quality Matters.

• Pesino informed the committee that the new Faculty Computing Center in Willard Hall is open and will have an official opening in the near future.

V. Old Business

• Update on web form for software requests: Iglesias had new nothing to report and asked for volunteers to assist in getting this initiative back on track. Burkholder volunteered to assist in this effort.

• Update on smart classrooms: Washko informed the committee that nothing was done over the summer due to lack of funding. If budget gets approved it is hoped that up to forty new projectors will arrive by October or November, and ITS would start replacing the “worst” current projectors first as time and classroom schedules permit. Question was raised about placement of the screens and if the funding will cover moving screens to more optimal areas in affected rooms. Funding will be for new projectors ONLY and repositioning screens will be separate projects. Suggestion was made to start the evaluation and selection process for new projectors earlier this year, using information already in hand as a starting point.
VI. New Business

- **Menoche** asked about the new Forefront anti-spam filter, specifically about the evaluation, review and decision process to migrate to Forefront. **Washko** said Forefront is a no-cost Microsoft product and CCSU was previously paying approximately $30,000 per year for anti-spam software. (Cernock arrived) Primary issue is that the email recipient can only see some of the emails identified as spam in a separate “quarantined” email. All the rest of the spam email is stopped by Microsoft and never even makes it to a CCSU server. Primary concern is that some student emails never make it to professors. **Cernock** suggested requiring students to use their free CCSU email accounts for all CCSU business as the filter does not stop any “@ccsu.edu” accounts, or that faculty conduct course communication within the Blackboard Vista environment which would also guarantee delivery of information from the student(s) to the faculty.

- **Cernock** requested that the committee either approve, approve with alterations, or disapprove the CSUS Policy/Procedure Regarding Securing Laptop Computers, Portable Media and Sensitive Data. **Blitz** asked about a policy for locking mechanisms for laptops and if such mechanisms can be purchased with new laptops as”standard” accessories like carry cases. Cernock said no, referencing the portable nature of laptops and mentioned that security of physical property is not germane to the CSUS policy, but thought the idea deserved further consideration. After much discussion a motion was made by **Jones** to accept the policy with the only change being to reverse the order of items 3 and 1. Motion passed without further discussion.

- **Cernock** suggested postponing discussion of the ECAR study to an upcoming meeting. Suggestion was agreed to by the committee.

- **Herman** requested formation of a subcommittee to review the University Strategic Plan and how ITC can contribute. **Snyder and Iglesias** volunteered.

- **Kara-Soteriou** requested a policy on Distance Education/Hybrid Courses. **Fallon** shared her experiences with faculty creating some hybrid courses over the summer which may be ready for spring. **Blitz** inquired about course selection criteria. **Fallon** indicated that the selection criteria her group used included consideration of failure rates/high risk courses, faculty proposals, and supporting reasons why and how a hybrid course would improve instructions. **Blitz** suggested that the absence of firm criteria or measurable assessment of level of success would pose a problem. **Herman** requested an ad hoc committee to review and research issues, policies, and questions related to this topic. Volunteers include **Jones, Blitz, Kara-Soteriou, Burkholder**.

VII. Meeting adjourned at 2:17 p.m.

Respectfully submitted
Tom Brodeur