

**Academic Technology Committee -DRAFT**

MINUTES OF MEETING: 02/06/09      APPROVED BY COMMITTEE: \_\_\_\_\_  
Submitted Exec. Committee: \_\_\_\_\_      Approved by Exec. Committee: \_\_\_\_\_  
Submitted Academic Senate: \_\_\_\_\_      Approved by Academic Senate: \_\_\_\_\_

Members Present: Hilary Baker, Wei Cao, Kimberly Embleton, Ellis Godard (chair), Gloria Melara, Jacek Polewczak, Magdy Rizk, Ashley Skylar and Nicole Umali.

Excused: Ardavan Asef-Vaziri, Barry Cleveland, Andrew Collard, David Levin, Sheena Malhotra, and Jeff Wiegley.

Guests: Danita Leese, Carol Shubin, Steven Stepanek, Wayne Smith (attending on behalf of Ardavan) and Chris Xanthos.

Minutes: Jennifer De Iuliis

**1) Approval of Minutes** – The minutes of the 12/05/08 meetings were approved.

**2) Announcements**

- a. Teaching and Learning Bytes (President’s Monday lunch series)  
*Handout titled Teaching and Learning Bytes Spring 2009 Schedule*  
Noon series can be attended in person in the library, or participation is also available via Elluminate. Details, including the Elluminate link, are available from the academic technology web site (<http://www.csun.edu/at>).

**3) Previous Meeting Action Item Review**

- a. None

**4) Guest – Chris Xanthos**

*Handout titled Web Infrastructure – Content Migration 2/06/09*

- a. Deployment of the new web infrastructure environment later this semester will initially focus on hosting the web pages that are currently stored on the University U-drive. Xanthos outlined the strategy for the web content migration, including allowing a time for web content owners to review the information in a test environment before formally transitioning to the new web infrastructure. For the content that may require a longer time to work with the new infrastructure, content users will have the option to use a redirect script to point people back to the original content on the legacy public html directory. Xanthos requested feedback or suggestions on the timeframe of the dual test and production environments, ideas on means of communication with web content owners, and ATC interest in being an early tester. The implementation will begin in March/April for early testers.
- b. Questions regarding content accessibility were discussed and some will use this time as an opportunity to do some clean up; however, it is not required to make everything accessible if the look of the page(s) has not changed. There was a suggestions to use this

opportunity to educate users further regarding accessibility, remind users which file types they should use, and remind to remind them about Provost's Just One Thing project.

## 5) CIO's Report (Hilary Baker)

### a. New Academic Technology Website

*Handout – Screen shot of Academic Technology homepage*

*Handout – Screen shot of Classroom Technology and Support page*

Baker shared the new Academic Technology website, [www.csun.edu/at](http://www.csun.edu/at) and noted that it is being updated by Sandra Chong and David Levin. She requested that ATC members provide input and feedback on the website directly to Chong and Levin.

### b. CSU Information Security Policies

*Handout titled CSU Information Security Policies and Standards 2/06/09*

Baker shared the document that she and the Information Security Officer, Chris Olsen, had shared with the Senate Executive Committee last week. Olsen will sharing it with the Faculty Senate Committee next week. The document highlights security policies that will be of particular impact to faculty: security awareness training, strong passwords, and mobile device enhanced security requirements. CSUN is participating in the security awareness training pilot, which begins next month with test groups. The training will then be rolled out to all faculty and staff.

Jacek Polewczak asked about security of hosted web pages. Baker explained that the policy applies to hosted web pages if confidential or sensitive data is being stored of these pages. The IT Information Security website lists confidential and sensitive data fields.

Wayne Smith asked about the policy which mentions needing approval to destroy information. After a brief discussion, Baker suggested that Smith and Chris Olsen review the policy issue as well as Smith's scenarios that pertain to this question.

### c. Baker asked members if there are any topics needing IT review or overall questions relating to IT. There were none.

### d. Technology Survey Results

*Handout titled Information Technology 2008 Survey Analysis Presentation of Results*

Baker highlighted the results of the IT 2008 survey. The Library and IT will submit their annual out surveys to faculty later this semester. Half of the faculty will receive the library survey, and half will receive the IT survey

### e. Faculty Associates

Spring semester associates are Ray Brie, Sandra Chong, Barry Cleveland, Jacek Polewczak, and Ashley Skylar. The call for summer and fall associates will be coming soon.

## 6) Chair's Report

- a. Joint meeting ATC/ACAT/ERC on 2/11/09  
Agenda for the meeting will include budget, faculty refresh of computers, faculty email, LMS, and updates on smart classrooms and wireless.
- b. Godard unable to attend next month's meeting; Skylar will be the acting chair.
- c. April meeting: discuss chair for next year and vote for new chair at the May meeting.

## 7) ACAT Report

- a. December meeting – nothing to report.
- b. January meeting – canceled.

## 8) Discussion Topics

None

## 9) Policies

- a. Friendly amendments to ODF Resolution - Gloria Melara and Jacek Polewczak  
Polewczak agrees to the edits made to the resolution.  
*Umali motioned to pass amendment. Melara seconded.*

Godard explained that the policy is passed for ATC members to implement and then share with Senate once ATC has used more extensively. Polewczak expressed interest in having the Senate review to become policy; however, he is not ready to do so at this time with the current document. He noted that it is a basis for a policy.

## 10) Department / College Issues

*Hybrid courses* - Skylar described issues regarding not being identifiable in the registration process, class lists and class notes (have to scroll down to see all details). Stepanek explained EPC is in process of reviewing whether SOLAR coordinators should create a tag similar to those for full online (\_OL), and noted that EPC is also working on a policy to define hybrid courses.

*Wireless* - Magdy Rizk noted that when he authenticates for wireless, he sometimes gets bounced back to login page. Other members mentioned a seven second redirect message, three different login pages, and VPN-related issues. Stepanek explained the seven second message is for accessibility (readers need to see message) and the reconnect is a different issue. He mentioned that a group is currently in process of checking wireless points around campus and collecting this type of feedback on any locations with issues. He suggested that members inform IT of wireless issues, either Help Desk or directly to Baker.

*Password Resets* - Polewczak stated the process for resetting passwords is unclear. Stepanek mentioned that the reminder to reset passwords was temporarily frozen; however, a normal pattern will return soon.

*Information Security Policies* – Godard noted the encryption on thumb drives is mentioned in the Information Security handout and asked the group for suggestions on the best way to

protect files. Polewczak and Stepanek shared that most drives have NTFS encryption software installed for use, although the process can be difficult for some users to understand. Stepanek added he did not recommend use of thumb drives which are easily lost. Rizk and Melara suggested a more simplified method would be to password protect folders or files on a shared drive.

*Web Server BackUp Practices* –Godard raised a question regarding the campus current back up practices and how they may be impacted by the new web environment. Stepanek commented on the back ups process and noted that some backup tapes are stored onsite and some stored off-site. He also noted that backup processes are time intensive and undertaken mostly for restoration due to catastrophic events. Smith stated a more important factor is the restoration timeframes.

*Faculty Self-support* – Topic presented by Provost at the Faculty Retreat, further discussion will be during the joint meeting next week.

*Associated Students Update* - Nicole Umali shared the upcoming elections will be conducted using paper ballots available at four polling locations. Associated Students is currently working with Terry Piper and the Student Affairs' IT staff for future online solutions for elections and use for the Campus Quality Fee voting.

*Campus Quality Fee* - Umali noted that the call for proposals for next year is open and submissions are due February 18<sup>th</sup>.

**11) New Business**

None

**12) Next Meeting (03/06/09)**

- a. Joseph O'Conner – Wordpress demo has been shelved for now
- b. Skylar – Second Life demo
- c. Email Godard with any other agenda item requests.

Meeting adjourned at 3:00 PM.