

**Academic Technology Committee -DRAFT**

MINUTES OF MEETING: 04/03/09  
Submitted Exec. Committee: \_\_\_\_\_  
Submitted Academic Senate: \_\_\_\_\_

APPROVED BY COMMITTEE: 05/01/09  
Approved by Exec. Committee: \_\_\_\_\_  
Approved by Academic Senate: \_\_\_\_\_

Members Present: Ardavan Asef-Vaziri, Hilary Baker, Wei Cao, Barry Cleveland, Kimberly Embleton, Ellis Godard (chair), David Levin, Sheena Malhotra, Gloria Melara, Jacek Polewczak, Magdy Rizk, Ashley Skylar, Nicole Umali and Jeff Wiegley.

Excused: Andrew Collard.

Guests: Provost Hellenbrand, Wayne Smith, Steven Stepanek and Chris Xanthos.

Minutes: Jennifer De Iuliis

*Meeting commenced with Ashley Skylar as acting chair.*

**1) Approval of Minutes** – The minutes of the 03/06/09 meeting were approved.

**2) Announcements**

Polewczak shared an update on Chris Reeser (presented Active Campus demo at a previous ATC meeting); Reeser has recently taken a full time position at UCSF School of Medicine as a developer for Moodle. Polewczak asked members to review potential resources more closely in the future.

*Ellis Godard arrived and chaired remainder of meeting.*

**3) Previous Meeting Action Item Review**

a. Baker - IT Annual Survey

*Handout titled – CSUN Information Technology, Draft Faculty Technology Survey April 2009*

Baker provided a draft of the IT Faculty Survey questions for members to review and provide feedback via email. A subset consisting of half the faculty will be invited to take the survey. Staff and student technology surveys will also be administered.

b. Godard – ATC Meeting Attendance

*Handout titled – ATC Meeting Attendance 2008-2009*

Godard provided a matrix which captured the members' attendance at the ATC monthly meetings to date for the current year. The matrix will be amended to include a legend that shows the "x" to reflect all absences, excused and unexcused.

Godard requested that members be mindful of their commitment in serving on the committee and to properly notify him in advance regarding absences. The committee agreed that starting with the May 2009 meeting minutes, excused absences will be listed and the minutes will not list unexcused absences.

**4) Chair's Report** (Ellis Godard)

a. On-Campus Experience

*Handout titled – Draft Resolution for a Minimum On-Campus Experience April 3, 2009*

Godard provided a handout for members to review. The draft document will be vetted through the appropriate processes and then presented more formally at a future ATC meeting.

**5) ACAT Report** (David Levin)

- a. The primary discussion topic at the March meeting was the Learning Management Systems evaluation. The ad-hoc LMS evaluation committee is currently writing their report. It should be completed in the next few weeks and submitted to the Provost.

Baker noted that the time line for the LMS project is for the Provost to decide on the new LMS by the end of this semester, the new LMS environment will be setup over the summer, and faculty will migrate to the new LMS throughout the next academic year.

**6) Department/College Issues**

- a. Status on issues raised 3/6/09

Baker noted one item was the request to move the department/college issues to the earlier time in the meeting.

*Wireless* – Levin reported that IT network engineers evaluated wireless areas of concern in Live Oak and Jacaranda Hall. Melara and Embleton stated that the wireless access is now working well.

Baker noted that Live Oak and Sierra Hall provide challenges for wireless due to the building construction. The additional access points available as part of the Chancellor's Office replacement should improve coverage during the upcoming Aruba wireless access point deployment. Wiegley requested that IT network staff review the wireless coverage in the ECS Boeing Lab.

*Action item: Baker will work with IT network staff regarding wireless access points in the ECS Boeing Lab*

*Classroom Noise Levels* – Levin had technicians try to reproduce the noise level, but were unsuccessful. Next week (Spring break) the room will be more accessible and review of the position of the speakers will be done.

*Action item: Levin will follow up on the room set up where the movies are being played.*

*Smart Classrooms* – Skylar noted some concerns were raised in her college regarding how the smart classrooms were set up (location of media boxes, cords, etc.).

*Action item: Levin is currently working with Skylar to review the set up.*

- b. Roundtable

Cao reported several requests from faculty members in her college regarding funding for Smart Classroom conversion, update to media cards and a development lab. Godard noted that ATC is not the channel to provide approval or funding. Godard and Baker suggested the requests be submitted to her department chair to then route to the Dean and then Academic Resources.

Polewczak noted that his testing with Gmail, Exchange and Mirapoint email has identified that Gmail is the slowest when sending/receiving messages.

Umali noted that Associated Students is planning to hire student assistants to develop a technology solution for online elections. They are considering offering an internship opportunity for interested Information Systems and Engineering and Computer Science students. Stepanek (Chair of Computer Science) offers to discuss further off line.

Asef-Vaziri asked whether it was technically possible to add photos to the class roster because it is difficult to recall each student when inputting grades. Baker explained this is technically possible; however, this is a process and policy change that would need to be vetted through the appropriate process. Student's privacy would need to be considered.

Godard reported several disputes in his college regarding the decision makers to determine which courses should be taught online. He noted that some classes are not practical for an online setting.

## 7) Discussion Topics

### a. Web infrastructure (Chris Xanthos)

*Handout titled – Web Infrastructure Deployment Draft V12 April 3, 2009*

A new infrastructure to host CSUN web services will be available in July 2009. Xanthos asked members to review the draft document and provide feedback regarding the content, timing, process and suggested methods of communication.

Xanthos explained that a bi-product of this project is to create a second shared drive to divide the document files and web files (currently the U drive houses all of the content). The Desktop Administration and Services Committee members (lead technical staff in each college and division) will be mapping the new drives on desktops. The web content will now be on a new Web Posting Storage drive.

IT will copy all public\_html folders into a test domain. Xanthos explained that the majority of the content moved into the new web environment will migrate without any issues. However, some users with websites that use scripting languages such as PHP may have issues with their web pages not functioning properly. During an evaluation period, the new environment will be available in a test web environment, while keeping the current production environment running. Web content owners will need to test their pages, resolve issues if possible, and identify pages that will require more time to fix.

Godard asked about the summer timeframe. Baker explained this would allow more time for any of the content owners that need assistance to have student workers assist and be completed prior to the start of the fall semester. The longer the dual environments are up, owners who make content changes must do so in both environments and there are others waiting on this new web environment to work on other projects.

Wiegley asked what assessment tool was used to determine the need for the two drives and why content owners are not being asked to move over themselves individually. Xanthos stated the IT Help Desk receives calls because private content gets posted onto web pages (in error by the users) because all files are in the U drive. The question of how to move content has come up in other committees and the mass migration is preferred.

Wiegley suggested addressing HTML content and PHP/PERL content differently, by identifying owners in advance. Xanthos explained the project team has been working on identifying ownership and will be working with PHP/PERL content owners to offer assistance where needed.

Polewczak suggested an announcement should go out immediately to notify everyone. Baker agreed and stated the announcement would be a shorter document highlighting the need to check web pages beginning on May 4<sup>th</sup>. Baker asked ATC members to provide feedback on the proposed notification email.

Cleveland asked about the storage capacity for the U and new W drives. Xanthos explained the storage will be determined once the two drives are mapped. A dedicated file server will store the U, W and V (video) drives which will be regularly backed up to tape.

## **8) CIO's Report**

- a. An Information Security broadcast email will be sent out after Spring break reminding users about protection of confidential and sensitive data, especially considering the increased use of various mobile technology devices. The message will have suggestions and links to assistance on the IT Information Security web pages.

Wiegley recommended a product called True Crypt (free for personal use) for encryption and asked about overall encryption available on campus. Baker noted the broadcast email message will identify immediate actions and that IT wants to evaluate campus encryption solutions in the future. She noted that this project is not currently planned.

- b. Mirapoint email maintenance is scheduled for next Saturday during the regular maintenance window of 12:01am – 6:00am, but may take longer to complete. Faculty and student email will be unavailable during this maintenance period.
- c. Outages – IT has a scheduled maintenance window on Saturdays from 12:01am – 6:00am almost every week to perform required maintenance. Notices of unplanned outages are posted on the portal and IT web site.

Godard and Wiegley expressed interest in knowing the information that is performed during these maintenance windows. Baker will take this into consideration, noting that we do not want to publically post all this information. Wiegley noted that the faculty does not have an understanding about what IT is doing and would like more information, especially on projects. Baker noted that some project information is available on the IT web site and more is planned. Skylar stated she has been impressed with the IT and Academic Technology web site improvements recently.

## 9) Policy

None

## 10) Academic Technology Expenses & Budget (Provost Hellenbrand)

Technology expenditures throughout an organization are often not obvious. EDUCAUSE notes that 40% of educational institutions could not identify where technology funds are spent. Hellenbrand shared that of the \$140 million dollar Academic Affairs budget at Northridge, an average of \$11 million is spent on technology. Hellenbrand noted that this figure accounts only for direct expenditures; indirect expenditures are more difficult to capture.

Approximately half of the money is spent on positions within the colleges and in Academic Affairs (most are fixed positions with consultant spending accounting for only \$12,000-50,000). Equipment expenditures are \$3 million (hardware, infrastructure). Operating expenditures such as Smart Classrooms and desktop replacement account for approximately \$400,000-500,000. Network infrastructure and all power implications are not included in these figures.

Hellenbrand is asking ATC assist in the review to determine benefits of the technology expenses that are being incurred. Hellenbrand has asked Spero Bowman and others in Academic Affairs to reconstruct the data from the bottom up to figure out how to tag and capture technology spending and then ensure the money is spent in a manner best suited to benefit from the goals outlined by this review. Hellenbrand will send out the raw data via email with the objective of gathering some measures to then have incorporated into the Academic Affairs plan. Only a portion of the spending is captured and he would like suggestions on what to be looking for and where to be looking to obtain more precise numbers. In theory all technology spending in Academic Affairs should link to goals such as, aiding departments in teaching students and research. Hellenbrand stated currently there is no way of knowing if technology is aiding, abetting or hampering these goals. National data that has been reviewed is not very grounded and there are some issues around learning outcomes not being recognized.

Members inquired about how the CSU, other campuses and other departments are tracking and accounting for technology expenditures. Hellenbrand explained the CSU does not track this data meaningfully and members could view the CSU web site and look under statistical abstracts to see campus expenditure tracking. He is unaware of other campuses practices in tracking these expenses. Hellenbrand clarified that the data he provided represents the expenditures only for Academic Affairs and he wants to focus on the clean up and capture of spending in this area, before looking out to other divisions and comparing or questioning their spending.

## 11) Second Life Demonstration (Ashley Skylar)

Demo did not occur due to limited time.

**12) New Business**

a. Nominations for 2009-2010 committee chair

Godard received two nominations via email prior to the meeting: Ashley Skylar and Jeff Wiegley. Godard asked members for any additional nominations; no other nominations provided.

**13) Next Meeting (05/01/09)**

a. Election of 2009-2010 committee chair

b. Second Life demo - Skylar

Meeting adjourned at 3:10 PM.