

**Academic Technology Committee**

MINUTES OF MEETING: 9/07/07  
Submitted Exec. Committee: \_\_\_\_\_  
Submitted Academic Senate: \_\_\_\_\_

APPROVED BY COMMITTEE: 10/05/07  
Approved by Exec. Committee: \_\_\_\_\_  
Approved by Academic Senate: \_\_\_\_\_

Members Present: John Adams, Ardavan Asef-Vaziri, Hilary Baker, Larry Chu, Barry Cleveland, Ellis Godard, Xiyi Hang, Doris Helfer for Kimberly Embleton, Gloria Melara, Jacek Polewczak, Magdy Rizk and Ashley Skylar.

Minutes: Jennifer De Iuliis

Excused: Kimberly Embleton

Guests: Spero Bowman, Steve Fitzgerald, Cliff Maraschino, Wayne Smith

**1. Approval of Minutes** – The minutes of the 5/04/07 meeting were approved as amended.

**2. Previous Meeting Action Item Review**

None

**3. Announcements**

- a. New Director of Academic Technology, David Levin, begins on September 17, 2007. He will join ATC meetings as a permanent guest.

**4. Chair's Report – Ellis Godard**

- a. *ATC Annual Report* – John Noga is in the process of preparing the annual report for last year. Ellis Godard will be sending a related matrix to the group.
- b. *Open Standards* – Gloria Melara asked about the status of the open standards resolution. Ellis Godard stated he did not believe there was University-wide unanimous support. Group expressed concerns about standards for the format of documents and the need for education about sending attachments that are not open standards. Jacek Polewczak offered to draft a series of bullet points for an educational pamphlet.

**5. Department / College Issues**

- a. Barry Cleveland - difficult to find information on the website about educational discounted software for faculty personal use.

*Action item: Hilary Baker to follow up with Bookstore.*

- b. Jacek Polewczak – 2 new faculty members are having difficulty with their email quotas. One is incorrectly setup to a low quota and the other is requesting a temporary increase while she transitions from another University.  
*Action item: Hilary Baker will follow up with the IT Help Desk staff on both quota issues.*
- c. Barry Cleveland – Web CT performance is poor this semester. Hilary Baker noted that an immediate response to the poor performance is to replace the server because it is running at 100% processor capacity. IT is working closely with Spero and Randal Cummings on this. The server order has been expedited and it should be tested and installed by the end of September. Randal plans to post a note on the WebCT main website and send an email to all faculty who use WebCT.
- d. John Adams – College of Humanities initiated a technical committee last spring to address meeting ADA standard requirements. Elizabeth Whirledge is leading the committee. Larry Chu states HHD has also done something similar and are conducting workshops.

## **6. CIO Report – Hilary Baker**

### *a. SOLAR/Portal*

Enhancements to the Portal and SOLAR software upgrade were completed in June. The portal now includes role-based portal pages, including a portal page just for faculty, one for students, and one for staff.

The Portal has proven stable over the heavy usage period at the beginning of the semester. Some portal content is loaded from the SOLAR student system, such as student class schedule. Consequently, if the SOLAR servers (hosted by the Chancellor's Office in Salt Lake City) have performance issues, the portal also appear slow. This occurred a few times during the first week of the semester.

Barry Cleveland mentioned difficulties with navigation, i.e. My Academic Planner; steps are longer and hard to locate information to discuss while meeting with students. Spero Bowman is working to identify faculty to manage the portal pagelets with faculty-specific information; he plans to raise this at the Senate Executive Committee.

### *b. Email*

IT increased the hardware for Mirapoint email storage this summer which has improved performance. Staff and administrators are in the process of migrating to Microsoft Exchange email beginning on September 10, 2007. Later this semester, we will initiate a project to review email options for faculty and students, including review of hosted options such as Gmail.

Ashley Skylar expressed concerns about the increased number of SPAM.  
*Action item: Hilary Baker will focus on this topic at a future meeting.*

c. *Information Security*

A new Information Security policy on security requirements for application service providers was approved over the summer summer. The policy is posted on the website.

*Action item: Hilary Baker will send the URL link to the group.*

Two new Information Security policies are currently being drafted on data classification and data access.

## 7. Guest Presentations

a. *Accessible Technology Initiative (ATI) - Spero Bowman*

Handout provided to group. Spero outlined the three ATI categories with their associated compliance date: all new and refreshed websites (September 2007); instructional materials (September 2008); and purchasing (September 2007). The deadline for converting all websites is 2010. These are very broad guidelines.

Spero noted that this mandate came through with out any budget or resource allotted. Academic Affairs has identified representatives in each school who will be supporting faculty going through the process. Training and additional guides are being created. A step-by-step approach is being taken to help, train and support the University as it goes through this conversion process.

b. *Learning Management System (LMS) - Steve Fitzgerald*

Handout provided to group. Steve reported that a new assessment of Learning Management Systems (LMS) is underway to identify the LMS needs of the University. He noted that some of the LMS objectives are to have features that will reduce administrative burden (e.g. grading tests) via information that will flow from SOLAR.

The Provost plans to send a note to faculty about the LMS assessment next week followed by a survey. Ellis Godard is helping with the survey which is structured to identify needs based on features rather than asking about specific LMS products so it should apply to faculty who may be unfamiliar to using learning management systems. Steve asked the ATC members to please encourage their colleges to respond to the survey.

## 8. Policy

None

**9. New Business**

None

Meeting adjourned at 3:00 PM.