

Academic Technology Committee

MINUTES OF MEETING: 10/03/08 APPROVED BY COMMITTEE: 11/07/08
Submitted Exec. Committee: _____ Approved by Exec. Committee: _____
Submitted Academic Senate: _____ Approved by Academic Senate: _____

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

Excused: Hilary Baker

Guests: Hien Ho, Chris Ice, David Levin, Patricia Miller, and Wayne Smith

Minutes: Marla Joseph

1) Approval of Minutes – The minutes of the 09/05/08 meeting were approved as amended

2) Announcements

- The following people could not attend; Joseph O’Connor, Steven Stepanek, Hilary Baker and Chris Olsen
- Jacek Polewczak will continue as a voting member
- Sheena Malhotra will take over for Patricia Miller in the College of Humanities
- Associated Student representatives were introduced
 - Nicole Umali, Vice President Associated Students
 - Andrew Collard, CBE Senator and Policy Committee Chair
 - Umali informed the committee that the Associated Students had a concern regarding the wireless connectivity and its effect on polling locations used for student voting

3) Previous Meeting Action Item Review

- Godard discussed the wait list through SOLAR with Eric Forbes. There is a priority list of projects for SOLAR that runs through the SOLAR and Administrative Systems Committee (SASC). A discussion ensued regarding how to place this request on the list, what would be involved in its creation, would it create different concerns, should ATC make a recommendation to the Faculty Senate to move forward and to acquire a better understanding of the demand reports aspect of SOLAR
- Dissemination of information to the colleges was discussed by Godard and Ashley Skylar. Skylar agreed to again highlight today’s meeting in a summary and email to the committee for disbursement in the colleges. Each member will informally take a month and do the same. Patricia Miller has included an “ATC update” as an agenda item in her department meetings.

4) Chair's Report

- a. *PDF/RTF* -- Polewczak reminded the committee that the open format for communication within ATC, as agreed upon a year or so ago, was RTF. Polewczak's request is to switch to OpenDocument Format (ODF). ODF supports an open document standard and can be used with different applications. Microsoft allows its documents to be saved in an ODF format.

Jeff Wiegley added that an advantage to using ODF instead of PDF is that ODF will capture all possible layouts. The document formatting world is going to Microsoft Open XML and ODF and all products will support both platforms.

It was discussed that a PDF is not for editing, where a RFT can be used interactively. A suggestion was made to ask the Faculty Senate to also use ODF. Godard explained that it is a 3 step process prior to voting; mentioned at a meeting, listed as an agenda item for the next committee meeting, and then voted on at the third.

Polewczak will present a resolution at the next meeting on education and use of ODF.

- b. ACAT designee -- Skylar is the designee for ACAT and she shared the topics at the last meeting which included the Turning Point clickers, use of PDA and smartphones on campus, Campus Quality Fee uses and the wireless issues. Standardizing smart classroom and optimal placement for computer hook-up in the classroom was also discussed.
- c. Godard informed the committee that the joint meeting with ERC might be pushed back till the spring.
- d. Godard stated a way to encourage attendance is to use a sign-in sheet. The floor was open to discussion and a sign-in sheet was agreed upon unanimously.
- e. Godard opened the floor to discuss the possibility of changing the day of the ATC meeting. It was determined that members should check their calendars and report back next month if the 2nd Friday of the month would be better than the 1st.
- f. Godard discussed the Web Infrastructure and Development Committee's (WIDC) plan to build a new web environment. There was interest in having SSI in this new environment. Godard will propose a resolution on request for SSI within the new web environment.
- g. Skylar gave an update on the Faculty Technology Center and the training available for the faculty. *A flier was handed out* listing the scheduled training available including, Introduction to Accessibility, Accessible Conversion of PowerPoint Docs, WebCT, and Elluminate. In November, Clicker and Turnitin classes will be scheduled. Skylar passed out packets for each college faculty mail boxes.

5). CIO's Report

Handout titled Phishing & ISP Blocks

- a. Spear Phishing & ISP Blocks -- Hien Ho, Senior Director of Infrastructure Services spoke on behalf of Chris Olsen, the newly appointed ISO, due to jury service. Ho described spear phishing as the most dangerous as it has a limited target audience and appears to originate from a trusted source.

CSUN servers block the majority of these attacks, some 412 in a two week period. For the ones that make it through, protective measures are taken including; adding the sender to SPAM filters, sending email alerts to users that received the phishing email, calling users that responded to the email, to temporarily locking the CSUN account.

CSUN users will never be asked by email to provide personal information. Education is the best deterrent.

Aside from the vulnerability of identity theft, this is the primary cause of CSUN email being reported as SPAM by ISP users such as Hotmail, Yahoo, etc. It can take from 1-3 days to un-block CSUN email.

The committee was asked to forward suspicious emails as an attachment as the full header offers more information to research.

Handout titled Wireless at CSU, Northridge

- b. Wireless Upgrades -- Hien Ho stated that the CSU System-wide wireless funding covers only state-owned buildings. Non-state buildings and outdoor space is not funded. IT has submitted a proposal to the Chancellor's Office for more funds and also proposed to leverage the technology portion of the Campus Quality Fee towards this coverage. IT is looking at implementing WPA2 in the near future.

Gloria Melara requested to reevaluate the wireless time out interval as it is inconvenient while lecturing.

6. Department / College Issues

None

7. Miscellany

- a. Discussion -- Nicole Umali communicated with the committee that she was involved in discussions regarding the student email possible move to Gmail. The pros for this move include storage capacity, ease of use and beneficial applications that come with Gmail. Andrew Collard added that the student feedback from other CSU's that have gone to Gmail was positive.
- b. Policy -- Pending resolutions on the following:
 - ODF by Polewczak
 - SSI by Godard
 - Wait list by Godard

8. Next Meeting (11/7)

Hilary Baker – 2008-2009 Campus Technology Project Portfolio

Meeting adjourned at 2:28 PM.