

Academic Technology Committee

MINUTES OF MEETING: 11/07/08 APPROVED BY COMMITTEE: 12/5/08
Submitted Exec. Committee: _____ Approved by Exec. Committee: _____
Submitted Academic Senate: _____ Approved by Academic Senate: _____

Members Present: Ardavan Asef-Vaziri, Hilary Baker, Wei Cao, Kimberly Embleton, Ellis Godard (chair), Gloria Melara, Jacek Polewczak, Magdy Rizk, and Jeff Wiegley.

Excused: Barry Cleveland, Sheena Malhotra, and Ashley Skylar.

Guests: Hien Ho, David Levin, Jennifer Matos, Greg Nicols, Chris Olsen, Chris Reeser, Carol Shubin, Wayne Smith, and Steven Stepanek.

Minutes: Jennifer De Iuliis

- 1) **Approval of Minutes** – The minutes of the 10/03/08 meetings were approved as amended.
- 2) **Announcements**
 - December 16th is the deadline to order textbooks and instructional materials, per Faculty Senate resolution and provost email.
- 3) **CIO's Report**

Google email for Students (Chris Xanthos)

Handout titled CSUN Google Student Email

Chris Xanthos outlined the proposal to move to Google email for students next semester. Outsourcing of student email is a growing trend in higher education. Currently within the CSU, East Bay, Fullerton and San Marcos have implemented Google email for students. Google email meets current ADA accessibility requirements. Cost savings for CSUN would be approximately \$125,000 annually, realized through reduction in software and hardware as well as costs related to backup and spam and virus protection. CSUN retains the administrative rights (provision, de-provision and administer the email accounts).

Student email will reside with a new domain, matador.csun.edu. The new domain is needed to eliminate the need for CSUN to provide mail routing to the student accounts permanently. Students will have the option to keep their Google email accounts after graduation. The Google contract terms regarding privacy and contract length were discussed. Baker noted a contract has yet to be signed, but will likely be for a three or four year term. The students will be provided with a self- service page to migrate email from their existing CSUN account into the new Google email account.

Campus Technology Projects (Chris Xanthos)

Handout titled Summary of IT Related Projects – 2008/09

Chris Xanthos highlighted some of the 95 currently active or planned information technology projects. These projects include those from throughout campus, not only within the IT division. The IT Project Management Office, working with the Vice Presidents, has pulled together and prioritized project list. There is a project portfolio manager assigned from each division to assist the Vice President's to determine the need, benefit and approval of projects. Several criteria are reviewed to determine if the project is on the list. The project request is then vetted through IT governance committees with a final review by the Executive Technology Steering Committee, comprised of the Vice Presidents). Inquiries for Academic Affairs should be sent to Spero Bowman or David Levin. The project list and updates are currently being worked on to be available via the web for staff and faculty to view.

Information Security Policies (Chris Olsen)

Handout titled The CSU System-wide Policy Project Communications Materials

Handout titled The CSU Information Security Program...A Message for Our Faculty

Handout titled CSU Policy Project Document Review Form

Chris Olsen asked the committee to review the proposed Information Security policies and provide feedback to him by December 5, 2008. Each campus is being asked to provide feedback via the ISO to the Chancellor's Office, prior to the policies becoming part of an Executive Order. Baker sent the six Information Security policy documents to ATC via email last week. Olsen stated that upon his initial review of the policies, the campus is currently already following many of these practices. Committee members provided no input on or objections to the policies during the meeting.

Spam and Phishing (Greg Nicols)

Handout titled Spam and Phishing

Greg Nicols reviewed the issues of spam attacks and blocking CSUN traffic by internet service providers. The handout outlines what is currently being done and some work in progress as well as statistics on weekly email traffic. A new spam server is being tested this week; initial tests show increased spam blockage. Nicols stated a key factor with phishing is educating users to raise awareness.

Clickers (David Levin)

Handout titled Clicker Workshop: Student Response System

David Levin explained that earlier this year, the campus decided to standardize on the Turning Point XR clicker system. TurningPoint is the clicker system that was selected, and training sessions will be held on November 19, 2008 (8:30am Mac users and 11am PC users). Additional assistance is available at the Faculty Technology Center. The TurningPoint clicker costs approximately \$60 at the CSUN bookstore. The bookstore is offering to buy-back standard clickers from students for half price. There were questions raised regarding the Bookstore textbook and clicker bundles now that this new standard is

in place. Levin will follow up with the bookstore. Godard mentioned that TurningPoint receivers older than August need to be updated to remain compatible.

4) Previous Meeting Action Item Review

- a. Sign-in sheet now effective, per unanimous vote 10/03/08. Sign-in sheet used as of November meeting.
- b. Three resolutions (under Policy, item 8 below)
- c. Suggested move of ATC meetings to 2nd Friday (from 1st), effective Spring '09. Jeff Wiegley offered a friendly amendment to have the change take effect next year Motion to move the meeting date effective Fall '09 approved.

5) Chair's Report

- a. Faculty Senate meeting – Provost's report
Nothing to report.
- b. Joint meeting(s)
Provost requested joint meetings among ATC, ERC, and ACAT prior to the end of term. Godard and Stepanek will review schedules and determine options (probably after the end of term due to holidays).
- c. Retiring of 0708 list
New email list has been created and Chris Ice (IT Help Desk Manager) asked Godard if the 0708 list could be deleted. Motion to delete 0708 list approved.

6) ACAT Report -- Ashley Skylar

No report, Ashley is absent from ATC meeting.

7) Discussion Topics: ActiveCampus

Guests: Carol Shubin & Chris Reeser

ActiveCampus is a personal project that Reeser began to integrate various technologies for faculty to use within a sandbox environment. Examples of the technologies are syllabi, MySpace, Facebook, blogs and easily editable web pages. The Provost suggested Reeser share some of his work with ATC to raise the profile of his project and collaborate with others on campus that are doing similar work. Shubin mentioned that Reeser has found tools that are easy for faculty to use. Reeser stated he has been working with Sue Cullen and others to determine how to easily add captions to video and audio to provide accessible information for students. Godard asked Reeser to join the December ATC meeting and provide a demonstration.

8) Policies

Resolution on Use of and Education Regarding ODF (Jacek Polewczak)

Handout titled Open Document Format Resolution - Draft

Handout titled XML-Based Office Documents

Handout titled Resolution on Open Standards – CSUN Faculty Senate April 19, 2007

- a. Polewczak explains the growing need for open standards for sharing documents began in 2005. XML is an international standard, but is only partially implemented in Office 07. A plugin is required to fully implement XML. Polewczak has sent the plug in download information via email to the committee members). He requested that members install this plugin and begin to send documents in XML format. Godard suggested that members begin to use this and provide feedback prior to considering a motion at a future meeting.

Resolution on Request for SSI within New Web Environment (Ellis Godard)

Handout titled Resolution on Server Side Includes - Draft

- b. Godard stated this resolution will be discussed at the next ATC meeting.

Resolution on Consideration of Wait List Functionality of SOLAR (Ellis Godard)

Handout titled Resolution on Wait List Functionality in SOLAR - Draft

- c. Godard polled all of the deans and the results are that one dean was not interested; one dean said they would look into this further, and the other seven deans expressed interest in capturing this data. This project is currently on the SOLAR project list and development of a pilot is scheduled during the 2008/09 academic year.

9) Department / College Issues

None

10) New Business

None

11) Next Meeting (12/5/08)

- a. Joseph O'Connor – Wordpress demonstration
- b. Chris Reeser – ActiveCampus demonstration

Meeting adjourned at 3:00 PM.