

Academic Technology Committee

REVISED & APPROVED BY COMMITTEE: 03/06/09

MINUTES OF MEETING: 12/05/08 APPROVED BY COMMITTEE: 02/06/09
Submitted Exec. Committee: _____ Approved by Exec. Committee: _____
Submitted Academic Senate: _____ Approved by Academic Senate: _____

Members Present: Hilary Baker, Wei Cao, Barry Cleveland, Andrew Collard, Ellis Godard (chair), Gloria Melara, Jacek Polewczak, Magdy Rizk, Ashley Skylar and Jeff Wiegley.

Excused: Ardavan Asef-Vaziri, Kimberly Embleton, Sheena Malhotra, and Nicole Umali.

Guests: Sandra Chong, Hien Ho, David Levin, Greg Nicols, Chris Reeser, and Wayne Smith.

Minutes: Jennifer De Iuliis

1) Approval of Minutes – The minutes of the 11/07/08 meetings were approved.

2) Announcements

- Correction: November 16th (December 16th previously announced) was the deadline to order textbooks and instructional materials, per Faculty Senate resolution and provost email.
- Levin provided an update that final functional testing of the public_html upgrade is being conducted by the Web Communications staff and the Faculty Technology Center staff. This testing has recently revealed some issues that will necessitate changes to the infrastructure prior to the roll out to ensure that the templates can be accessed with no loss of user data.
- Baker was asked about the web cleanup status. She noted that a memo was distributed by Vice President Peterson, regarding the clean-up of the campus web sites; the memo included links to information tips provided by Web Communications team to assist with the clean up. Each college and division was asked to identify a key contact person for the web clean up.
- Members are asked to please arrive to the ATC meeting on time, provide more input, and provide advance notice of absences, etc. to assist chair in running the committee.

3) Previous Meeting Action Item Review

- a. Three resolutions for vote today (under Policy, item 8 below)

4) Chair's Report

- a. Joint meeting(s)

The Provost requested a joint meeting among ATC, ERC, and ACAT to discuss Academic Technology in light of the current budget. Godard and Stepanek have outlined some possible dates in February. Information will be sent via email. A joint ATC/ERC meeting scheduled for possibly April.

b. ACAT

Nothing to report, November meeting was canceled. Please provide Godard with any topics prior to December 16th meeting.

5) CIO's Report

Information Security Update (Hilary Baker)

Baker noted that the Chancellor's Office has extended the timeframe for campuses to provide feedback on the Information Security draft policies – that were discussed at the previous ATC meeting. Baker requested ATC members to provide feedback to Chris Olsen. Members expressed some concerns that the policies are written at a very high level. There was discussion regarding the scope of the policies, including email content and third party software vendors.

Action Item: Wayne Smith suggested providing some examples that are more easily understood for people to relate to than solely the written policies. Baker asked members to send any examples directly to her or Chris Olsen.

Baker mentioned that the Information Security Awareness training has been delayed by the Chancellor's Office due to contract negotiations. Northridge will continue to be one of the pilot campuses for the training, which is now likely to begin during the first quarter of next year.

Wireless (Hien Ho)

Handout titled Wireless – 802.1x/WPA2 at CSUN 12/5/08

Hien Ho shared the current draft plan for implementing an 802.1x/WPA2 network for user authentication. In addition, if Campus Quality Fee funds are allotted, for additional coverage, the additional wireless access point implementation will be included into the plan. Andrew Collard stated that the Campus Quality Fee will be voted on at an upcoming Associated Students' meeting next week. The additional coverage by the Campus Quality Fee would cover non-state buildings and exterior areas around campus. Funding from the Chancellor's Office is for State owned buildings only. In the past Northridge purchased additional wireless for some non-state and exterior areas.

Godard noted that he had heard from some faculty having issues sending email over the wireless network. Baker noted that the IT network team is currently analyzing the reported incidents and she didn't have the root cause to share at the meeting. Baker noted that IT has a thorough change management process in place, and suggested that this process has helped us move towards a more stable and reliable network environment. Wiegley expressed his frustration with the IT infrastructure and shared that there are ongoing faculty issues, including faculty email quotas as one example. Baker noted that we increased faculty email quotas last spring and we continue to monitor the faculty email accounts as they come close to the quota limit.

Action Item: Godard reported that some student email quotas are set too low. He recalled that IT had done a complete check some while back and proposed that it may be time to do this again. IT will review student quotas and increase those below quota to 40 MB.

Godard asked about the information that is available on the IT Survey. Baker stated Executive Summary Analysis of the Survey is available from a link on the IT website, www.csun.edu/it. Baker noted that this would be an annual survey and that she is currently reviewing questions for the survey next semester. She welcomed any input on the questions from the committee members and noted that she is currently working with Diane Stephens to include additional questions for next year's survey related to classroom technology.

Web Infrastructure (Hilary Baker & Hien Ho)

Handout titled CSUN Linux Web Hosting Architecture, Draft 12/3/08

Handout provided is a diagram showing production, test, development, and sandbox environments for the Linux web infrastructure. The initial installation is underway, testing to begin January 2009. The environment will be available to campus users in the March/April 2009 timeframe and will provide the campus an environment to work with new technologies, manage version upgrades, and complete testing without impacting the CSUN production web environments.

The Web Infrastructure and Development Committee (WIDC) is currently discussing the process to add/migrate software to the new environment. There were questions about the WIDC committee, so Baker described that the Technology Infrastructure and Services Committee (TISC) created two sub-committees last year, the Web Infrastructure and Development Committee (WIDC) and the Desktop and Administration and Support Committee (DASC). Membership includes representatives appointed by each Dean and each Vice President.

Action Item: Polewczak requested more details on the software and hardware for this new environment prior to the spring rollout. Godard mentioned that Chris Xanthos already plans to join the February ATC meeting.

Spam and Phishing Update (Greg Nicols)

Handout titled Spam and Phishing Updates for ATC 12/5/08

Testing is underway with the new version of CSUN spam tools (SpamAssassin, SPF and DKIM) via a mirrored port. The new software is scheduled to be implemented prior to the students returning from winter break -- during a low activity period, i.e. the week after finals or after grades are due. In addition, a new script was recently implemented that checks Mirapoint outbound emails, and if a CSUN address is detected with more than 20 recipients, an alert is sent to three notification addresses within the IT division. Only one incident has occurred since the implementation and the issue was contained within thirty-minutes. Lastly, on November 11th spam blocking was enhanced from several large ISP's working with the North American Network Operators Group (NANOG) by blocking mail from known spammers. This has resulted in considerably less spam impacting the CSUN campus.

6) Discussion Topics:

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. ATC members agreed to begin using the ODF format to provide feedback prior to considering a formal motion for voting at a future meeting. A resolution drafted by Polewczak regarding ODF use was approved.

7) Policies

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

Handout titled Resolution on Server Side Includes - Draft

- a. Motion to vote by Polewczak, seconded by Wiegley, motion approved. Godard will send to Chris Xanthos to share with WIDC.

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

Handout titled Resolution on Wait List Functionality in SOLAR - Draft

- b. Motion to vote by Wiegley, seconded by Rizk, motion approved. Godard will send to Eric Forbes to share with the SOLAR and Administrative Systems Committee (SASC).

8) Guest: Chris Reeser, consultant

ActiveCampus Demonstration

Reeser provided a brief description and very short demo of a project, titled ActiveCampus, which integrates 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 had learned of this development work and suggested that Reeser share a demo of this work with ATC to raise the profile of his project and collaborate with others on campus doing similar work. Reeser noted that he has also been working with Sue Cullen to determine how to easily add captions to video and audio to provide accessible information for students. Melara expressed strong support for ActiveCampus. Polewczak expressed strong interest for the tools that were presented by Reeser. Godard asked, of committee members and then of Baker, whether there was any interest in committing to or investing in further development.

9) Department / College Issues

None

10) New Business

None

11) Next Meeting (02/06/08)

- a. Chris Xanthos – Web Infrastructure (February)
- b. Joseph O’Connor – Wordpress demonstration (Possibly February)

Meeting adjourned at 3:05 PM.