

Indiana University of Pennsylvania

ACPAC MEETINGS

Please note that the links on the dates of the meetings will take you to that meeting's agenda.

Academic Year 2001-2002

Date	Time	Location	meetings/minutes
Mon Sep. 10, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Sep. minutes
Mon Oct. 15, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	**Meeting CANCELED**
Mon Nov. 12, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Nov. minutes
Mon Dec. 10, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Dec. minutes
Mon Feb. 4, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. minutes
Mon Mar. 4, 2002	3:30 - 5:00 PM	**See 11 Mar 2002 below**	**Meeting rescheduled**
Mon Mar. 11, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Mar. minutes
Mon Apr. 8, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Apr. minutes
Mon May 6, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	May minutes

Indiana University of Pennsylvania

ACPAC

September 10, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of May 7, 2001](#)
2. Co-Chairs' Report
 - Welcome new members
 - Chad Bender
 - John E. Benhart
 - Grader
 - TUC Projects (HTTP, PDS, E-Mail)
 - TUC motion regarding virus protection
 - TSC Saturday hours
 - Academic Technology (Faculty) Help Desk
3. Old Business:
 - The Graphic Standard (Photoshop LE)
4. Report from the action teams:
 - Statistical Package Team - McFerron, Convener
 - Report from Steve Jackson (Banner)
 - Portable Computing and Connectivity Team - Butzow, Chair
 - Student Computing Team - B. Joseph, Chair
 - IBM Mainframe Activity Team - Shubra, Chair
 - Training Team - Himes, Convener
 - Web Calendar Team - McFerron, Chair
 - Distance Education Guidelines Team - Jackson, Convener
 - Report from the Provost's Office - Dr. Piwinsky
 - E-mail/Etiquette Team - McFerron, Convener
 - AV/media Action Team - Himes, Convener
5. New Business:

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the September 10, 2001 Meeting.

In attendance: Bender, Benhart, Butzow, Carter, Dadson, Fowler, Grieggs, B. Joseph, Kirkpatrick, Kolb, Kornfeld, McFerron, Pagnucci, Petersen, Piwinsky, Rodger, Rourke, Scandrett, Scott, Soni, Yost.

Excused: Anderson, Burkett.

Absent: Eck, Gillham, Himes, A. Joseph, Shubra, Yang.

Proceedings:

Approval of Minutes from the May 7, 2001 Meeting.

The minutes of the May 7, 2001 meeting were approved as published on the WEB with one correction in the attendance list.

Co-Chairs' Report:

- Welcome new members

John Benhart will serve as the faculty representative from the College of Humanities and Social Sciences. Chad Bender is a graduate student serving as the GSA representative. Thanks were extended to Steve Jackson, formerly the representative from the College of Humanities and Social Sciences, Keith Hamilton, last year's GSA representative, and William Bell, former ACPAC representative from the Student Congress. The Student Congress seat is currently vacant.

Pat Scott was recognized as representing the Armstrong Campus. Pat is willing to serve as a permanent ACPAC representative. The minutes from the 23 November 1998 meeting of ACPAC reflect the guidelines established for membership

"ACPAC membership shall include one representative from each of the Branch Campuses and at least one of them must be a faculty member."

The following motion was passed to allow Pat Scott to serve as the ACPAC representative from the Armstrong Campus:

*The guidelines for representation on ACPAC are changed to read:
"ACPAC membership shall include one representative from each of the
Branch Campuses."*

- Grader

Although the VMS grade book software, GRADER, is not currently supported, arrangements will be made to allow instructors to create GRADER grade files from Banner class data. In the future, the Banner grade book function or the grade book in WebCT should be considered as alternatives to GRADER.

- TUC Project (HTTP, PDS, E-mail)

McFerron provided a brief summary of the three major TUC projects. The conversion to the new central HTTP server has been successfully completed. All web page maintainers should review web sites to assure that the integrity of the university web presence has been preserved. In conjunction with this conversion, a number of central web "libraries" have been renamed, for instance /admiss has been changed to /admissions.

The Project Directory Service (PDS) has been made available for use by instructors to provide additional network disk space related to specific course/sections. In the university computer labs, students may select an icon to map to this service as the "P:" drive. Disk space is also accessible by FTP and the web. Students must authenticate with their NT username/password.

The new IUP central e-mail server will be put into production sometime during the fall semester. Users of the central e-mail service may elect to begin using this service and will be able to facilitate this change via a web page. Users will need to assure that their e-mail server is changed in their e-mail client and that messages and other information are moved to the new server. All e-mail addresses on the new server will be in the form username@iup.edu.

- TUC motion regarding virus protection

At the 17 May 2001 TUC meeting a recommendation from AOG to convene a group to discuss the virus protection methodology to be employed on the new e-mail server was discussed. With the realization that the industry-standard virus protection strategy was the only method available with the McAfee software, the following motion was passed:

"TUC accepts the virus protection strategy employed by the available plug-in, specifically: reject the apparently infected message and send notification to the sender."

ACPAC unanimously passed the following motion:

ACPAC supports the TUC acceptance of the available virus protection strategy on the new central e-mail server, specifically: reject the apparently infected message and send notification to the sender.

- TSC Saturday hours

With the agreement of AOG and ACPAC, the TSC is eliminating Saturday hours for the dispatch counter in the basement of Stright Hall. The TSC reports fewer than 2 Saturday visits per month. It should be noted that services are available on Sunday and beginning at 7 AM on week days. Current service hours are available at:

<http://www.iup.edu/tsc/services/hours.shtm>

- Academic Technology (Faculty) Help Desk

The Academic Technology Help Desk is fully operational. It is located in Gordon Hall, Room 144. The phone number is 724-357-6100, e-mail address: academic-helpdesk@grove.iup.edu, website: <http://www.iup.edu/ats/helpdesk/>, hours: 10 AM - 6 PM, Monday-Friday.

The university is invited to attend an ATS Open House in Gordon Hall on September 14, 2001 from 2 - 4 PM.

Old Business:

The Graphic Standard (Photoshop LE)

Due to changes in the software, Photoshop Elements will replace Photoshop LE as the standard university graphics package. This software will be made available in the university computer labs.

Reports from the action teams:

Statistical Package Team -- McFerron, Convener

This team has not met since the last meeting, but McFerron reports that PC versions of Minitab and SAS will become available in the university computer labs once the savings from the elimination of VMS statistical packages is determined.

Report from Steve Jackson (Banner)

Steve Jackson is on sabbatical. John Benhart volunteered to fulfill the Banner interface function that Steve had been providing.

Portable Computing and Connectivity (Wireless) Team -- Butzow, Convener

Butzow reported for this action team and asked about some wireless training that has been advertised. Dean Kolb reported that the state Educational Resources Group has sponsored a wireless training program for faculty who will then be committed to providing non-credit courses in wireless technology.

This team has published a position paper and recommended the formation of a TUC Wireless Standards subcommittee. This workgroup is in the process of being formed with the mission of establishing wireless standards. ACPAC agreed that this action team should be disbanded. If additional wireless issues surface, a new action team can be formed to address them. One issue may be the funding of wireless initiatives which may be outside the responsibility of ACPAC.

Student Computing Team -- B. Joseph, Chair

B. Joseph provided ACPAC with the results of the URSA satisfaction survey available at:

<http://atssrv1.ats.iup.edu/acpac/URSA%20Satisfaction%20report.doc>

An undergraduate student representative to ACPAC and this action team will be identified and a schedule of meetings will be developed for this action team.

IBM Mainframe Activity Team -- Shubra, Chair

No report.

Training Team -- Himes, Convener

No report.

Web Calendar Team -- McFerron, Chair

No report.

Distance Education Guidelines Team – Jackson, Convener

In Jackson's absence, Dean Kolb reported that Steve had developed an extensive comparison of distance education guidelines. ACPAC agreed to table this item until next semester when it is hoped that Steve Jackson can help develop a recommendation for ACPAC to consider.

Kolb reported on distance education activities and the summary is available at: atssrv1.ats.iup.edu/acpac/DISEDenroll.xls

Instructional designer Kay Wijekumar has left the university and her position will be filled with an instructional designer assigned to the Instructional Design Center. Kolb reported that the Student Computing Help Desk offered extended hours for the support of distance education students. An AA degree program is now available through Clarion University as the "Western Pennsylvania E-university" that incorporates distance education courses offered by IUP.

Report from the Provost's Office -- Dr. Piwinsky

IUP served as the host for a Pennsylvania Senate hearing sponsored by Senator Don White. The topic was information privacy and the hearing was carried to other SSHE schools as a video conference and locally on the campus cable TV network. Questions for hearing were accepted by e-mail. This was a very positive experience and provided the legislators an opportunity to experience a new way to conduct hearings. Dr. Piwinsky expressed thanks to the College of Education and Educational Technology, specifically David Lind, Lloyd Onyett, and Kevin Painter, and to Nick Kolb for supporting this event.

The expanded access to the Internet is in place for the university and is showing heavy usage. A committee to issue an RFP to acquire similar capability at a more competitive cost will be formed. An ACPAC representative is needed for this committee. Jim Rodger agreed to serve as the ACPAC representative to this committee.

The University Senate Library and Educational Services committee may have some interaction with ACPAC in the near future. The first pending action is the establishment of e-mail as an official means of communication with students. This may become more feasible with the adoption of the new central e-mail server. The second item addresses the need to provide the state system with comprehensive information policies for the university.

Some discussion of the Adelphia cable modem service confirmed that the capability to map an IUP network drive is not available through this service because of a restriction by Adelphia. FTP and web access is available to network drives.

As a question to Dr. Piwinsky, Soni expressed concern about services, specifically optical scanning, when the VMS system is phased out. Dr. Piwinsky reported the support for test scoring and scanning

will continue and may have to be migrated to another hardware platform.

E-mail/Etiquette Team -- McFerron, Convener

This action team is reviewing two documents, one addressing proper use of campus e-mail lists and the other suggesting guidelines and suggestions for e-mail use in general. These documents will be refined and forwarded to ACPAC for adoption and distribution.

AV/media Team -- Himes, Convener

No report.

New Business:

It was suggested that the schedule of meetings be reviewed regarding spring break and that the co-chairs determine when future meetings should be cancelled.

The meeting was adjourned at 4:30 PM.

Next Meeting: October 15, 2001

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

November 12, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of September 10, 2001](#)
2. Co-Chairs' Report
 - Change in [meeting schedule](#)
 - ACPAC web page
 - [E-mail conversion](#)
 - FTP access to www.people.iup.edu
 - MSCA--[home use](#)
 - Internet 2
 - ACPAC representatives:
 - Wireless standards subcommittee
 - Information security subcommittee
3. Old Business:
 -
4. Report from the action teams:
 - Report from John Benhart (Banner)
 - Student Computing Team - B. Joseph, Chair
 - IBM Mainframe Activity Team - Shubra, Chair
 - Training Team - Himes, Convener
 - Web Calendar Team - McFerron, Chair
 - Distance Education Guidelines Team - Jackson, Convener
 - Report from the Provost's Office - Dr. Piwinsky
 - [E-mail/Etiquette Team](#) - McFerron, Convener
 - AV/media Action Team - Himes, Convener
 - Statistical Package Team - McFerron, Convener
5. New Business:
 - Authentication: automatic logoff

- WebCT icon for faculty
- Recommendation for client operating system and office suite ([2000-2001 report](#))
- Usernames/e-mail alias

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the November 12, 2001 Meeting.

In attendance: Anderson, Benhart, Burkett, Fowler, Grieggs, Himes, B. Joseph, Kirkpatrick, Kolb, Kornfeld, McFerron, Pagnucci, Piwinsky, Rodger, Scandrett, Scott, Soni, Yost.

Excused: Bender, Butzow, Carter, Petersen.

Absent: Dadson, Eck, Gillham, A. Joseph, Melendez, Rourke, Shubra, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the September 10, 2001 Meeting.

The minutes of the September 10, 2001 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

- Change in [meeting schedule](#)
The March meeting has been changed to Monday, March 11, 2002. The full meeting schedule is posted on the ACPAC web site.
- ACPAC web page
The front page of the ACPAC web site has been revised. Several older documents have been archived. A group of links to other technology committees is now available. If you have any questions about access to old documents or suggestions for improvements to the web presence, contact McFerron.
- [E-mail conversion](#)
The link provided is to the Academic Technology Help Desk location where future detailed documentation regarding the pending e-mail conversion will be provided. Currently a document summarizing the conversion is available. Within the next few weeks, all IUP e-mail users will receive a series of e-mail messages explaining the e-mail conversion. In essence, all users must follow these steps:
 - Visit a web page and elect to begin using the new e-mail server
 - Configure your e-mail client to use the new server (@IUP.EDU)

- Manually move messages and folders from the old server to the new

The new e-mail server will be available 3 December 2001. All users will have until the end of the spring semester (13 May 2002) to switch to the new e-mail service.

- FTP access to www.people.iup.edu

Currently, FTP service is available to the **wwwiup** folder (location of personal web pages) within a student's home directory (the "H:" drive). AOG has recommended that the FTP service be changed to point to the root directory of the home directory to provide access to all the home directory space. FTP service to the **wwwiup** folder will be available by selecting that folder. The TSC will implement this change during the Thanksgiving break. Student Technology Services will communicate this change to students and provide more information to students to encourage use of the personal web pages and home directories.

Regarding home directories and personal pages for faculty and academic staff, each College Technology Manager has the capability to request a redirect from www.people.iup.edu to the location of the files (personal pages). FTP service for the colleges is defined by each college.

- MSCA--[home use](#)

The current Microsoft Campus Agreement allows limited home use of the Office Suite for IUP employees. Employees will be required to sign the "[IUP Staff/Faculty Microsoft Campus Agreement User Acceptance Form](#)" in order to install or use this software at home.

- Internet 2

The SSHE universities are now connected to Internet 2 with a 10 Mb connection through Drexel University. Performance to agencies on the Internet 2 (some governmental agencies and certain universities) should be noticeably improved. Faculty should consider the Internet 2 for applications that require larger bandwidth. This information should be shared with faculty who may want to list this asset in grant applications. More information about this service will be provided as SSHE and the university gain more experience with it.

- ACPAC representatives:

- Wireless standards subcommittee

John Benhart and Lloyd Onyett (representing John Butzow) were appointed to serve on the Wireless Standards subcommittee of TUC. This subcommittee will be convened by McFerron and is charged with developing draft guidelines for the use of wireless communication on campus.

- Information security subcommittee

Mary Micco (Computer Science) will be asked to represent ACPAC on this subcommittee. Jim Rodger will serve as the second ACPAC representative. Another ACPAC member, Tom Kirkpatrick, will serve as the AOG representative to this subcommittee. This TUC subcommittee will be convened by Sam Puleio and will draft a university plan for information security.

Old Business:

Reports from the action teams:

Report from John Benhart (Banner)

Benhart reported the following list of outstanding issues regarding faculty use of Banner:

Student scheduling -- closed courses do not appear

Course repeats -- When a student repeats a course, credits for both are applied and the D/F repeat criteria are not applied to the GPA.

Class ranking -- Class rankings for students are not available. (Piwinsky stated that this problem is due to the difficulty in defining class rank).

Class lists -- There should be a clear way to transfer lists to Excel and other programs. (McFerron reported that the Academic Help Desk is creating documentation for this process).

Piwinsky will convey these issues to the Registrar and Benhart will provide a status report at the next ACPAC meeting.

Student Computing Team -- B. Joseph, Chair

B. Joseph reported that the Student Computing Team met prior to the ACPAC meeting and discussed two issues: the proposed renovation of the Stapleton library building (which includes student computing facilities) and plans for the e-mail conversion and how they effect students. Another outstanding issue is the need to replace Chad Bender, the Graduate Student Assembly representative to ACPAC and this team.

IBM Mainframe Activity Team -- Shubra, Chair

No report.

Training Team -- Himes, Convener

A web site to house information about all campus training offerings is under development. This site should be completed by the next meeting.

Web Calendar Team -- McFerron, Chair

A new release of the IUP WebCal product (2.1) is available at: <http://www.iup.edu/tsc/webcal/>

This product should provide the functionality required by the university including support for PDAs. Academic Technology Services will provide training on this software as part of the spring semester technology training workshops.

This action team was disbanded.

Report from the Provost's Office -- Dr. Piwinsky

Piwinsky reported that existing information guidelines and policies will be consolidated and a document created to satisfy the requirement from the SSHE office for an institutional information use policy.

With the passing of the Anti-Terrorism Act requirements on behalf of the university to report suspicious activity have increased and include activities that may be related to e-mail and other information technologies. Information regarding responsibilities on the part of the university and its employees will be posted on the ACPAC web site as it becomes available.

E-mail/Etiquette Team -- McFerron, Convener

A draft of e-mail [guidelines](#) as recommended by the action team was shared with ACPAC. ACPAC approved the housing of this document on the ACPAC web site and recommended that an e-mail message be sent to IUP faculty and staff encouraging them to follow these guidelines. Consistent with a recommendation from the action team, the following motion was approved by ACPAC:

ACPAC recommends that an additional set of employee e-mail lists be created and reserved for official university business. Messages from these lists should be clearly identified as official business and recipients should not be allowed to reply to the list. Permission to send to these lists should be limited to a discrete number of senior administrators. (motion: Pagnucci; second: Kolb)

AV/media Team -- Himes, Convener

This action team was disbanded.

Statistical Package Team -- McFerron, Convener

ATS is charged with implementing the recommendations of this action team, specifically: secure funding from the savings of removing the VMS statistical packages and procure the Minitab PC software for the university.

This action team was disbanded.

New Business:

Authentication: automatic log off

AOG is developing plans and documentation to encourage/force NT authentication in the public labs. As part of those discussions, it was recognized that students must understand the importance of logging off the network when their work is complete. ACPAC was asked to provide an opinion regarding the appropriateness of automatically logging off a student after a fixed length of inactivity on the system. It was suggested that if protecting the students files and privacy is the motive for this action, then it is

likely a valid premise. This was a standard policy in regard to most mainframe systems. It was agreed that students do have the obligation and responsibility to protect their own data and it was observed that most students understand this issue in regard to both IUP e-mail and off-campus e-mail services (i.e.: students know to log off an e-mail service when they are finished). It was suggested that the graphical appearance of the screen should be much more obvious as to whether a student is logged on or logged off. AOG will seek to provide sufficient documentation and notification to students to avoid the need to automatically log off a student.

WebCT icon for faculty

Glenn Himes of the IDC will provide an icon for faculty desktops to allow direct access to WebCT. College Technology Managers and individual faculty will be encouraged to install this icon.

Recommendation for client operating system and office suite

ACPAC needs to make a recommendation regarding the standard client operating system and version of the Office Suite. This action should be completed in the spring semester allowing sufficient time for implementation prior to the Fall 2002 semester. An action team was formed to address this issue consisting of: Ben Dadson (Convener), Nancy Yost, Jack Scandrett, Jim Rodger, and Gian Pagnucci. The recommendation for AY 2000-2001 is available on the ACPAC web site (<http://www.iup.edu/acpac/client-opsys-final.htm>)

Username/e-mail alias

The ACPAC recommendation for the new username convention must be redesigned to consider the constraint of an 8-character limit to username. This recommendation needs to be put forth very soon to allow adoption when new usernames are created on the new e-mail server. A second issue is the establishment of conventions for the creation of an e-mail alias for employees and students. In other words, an alias can be much longer and more descriptive and should be more publicly available than a username. The establishment of an e-mail alias standard will be considered a independent project by TUC. It was suggested that these two issues could be addressed by one action team which should be a joint effort with representatives from TSC and ACOC. The following action team was created: Ramesh Soni (Convener), Paul Grieggs, Tom Kirkpatrick, Lloyd Onyett. Soni will coordinate establishment of this team with Sam Puleio of the TSC.

The meeting was adjourned at 5:00 PM.

Next Meeting: December 10, 2001

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

December 10, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of November 12, 2001](#)
2. Co-Chairs' Report
 - o New member: Adam Primi (GSA)
 - o USA Patriot Act of 2001
 - o Grade Entry
3. Old Business:
 - o E-mail conversion
 - o Faculty e-mail list usage
4. Report from the action teams:
 - o Username/Alias Team - Soni, Convener
 - o Op Sys/Office Suite Team - Dadson, Convener
 - o Report from the Provost's Office - Dr. Piwinsky
 - o Report from John Benhart (Banner)
 - o Student Computing Team - B. Joseph, Chair
 - o IBM Mainframe Activity Team - Shubra, Chair
 - o Training Team - Himes, Convener
5. New Business:
 - o Stably renovation - Dr. Fowler/Dr. Himes
 - o ISSO discussions
 - o [External account procedures](#)
 - o [Central Computing Account Retention Procedures](#)



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the December 10, 2001 Meeting.

In attendance: Burkett, Eck, Grieggs, Himes, B. Joseph, Kolb, Kornfeld, McFerron, Piwinsky, Rodger, Rourke, Scandrett, Soni, Yost.

Excused: Anderson, Butzow, Carter, Fowler, Petersen, Scott.

Absent: Benhart, Dadson, Gillham, A. Joseph, Kirkpatrick, Melendez, Pagnucci, Primi, Shubra, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the November 12, 2001 Meeting.

The minutes of the November 12, 2001 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

- New member: Adam Primi (GSA)
Adam Primi will be serving as the representative from the Graduate Student Assembly.

McFerron took this opportunity to remind ACPAC members that ACPAC is intended to be a representative body to guide university decisions regarding technology. Particularly the two faculty members from each college should strive to represent their college constituents through interaction with the college technology committees.

- USA Patriot Act of 2001

As additional information is acquired regarding the USA Patriot Act of 2001, a page will be developed and made available on the ACPAC web site outlining information that should be known by the university community. In general, voluntary disclosure of electronic information may be made to law enforcement officials if there is a reasonable belief that an emergency involving an immediate danger of death or serious injury exists. Dr. Piwinsky pointed out that the act also allows increased pursuit of "hackers" as well as increased penalties.

- Grade Entry

On-line entry of final grades begins 18 Dec 2001 and ends 10 AM 2 Jan 2002. Questions or concerns should be addressed to the office of the Registrar.

Old Business:

E-mail conversion

The conversion from the old e-mail server (grove.iup.edu) to the new server (iup.edu) has begun. The ATS Helpdesk has published complete documentation and the helpdesk is available to assist faculty and staff with the conversion process. The helpdesk can provide individual assistance for moving messages from the old service to the new. Primary support for e-mail client configuration issues will be provided by the college technology support staffs (College Technology Manager).

The initial stages of the conversion have been smooth. "I-mail" is the new web-based e-mail client. E-mail users have until May, 2002 to make the switch to the new server. ATS will send reminders to users who have not made the change.

After completion of this migration, all IUP e-mail addresses will be in the form username@iup.edu. Students and employees should begin notifying contacts of this new address, but any messages sent to a @grove.iup.edu address will be automatically forwarded to @iup.edu.

Faculty e-mail list usage

An recent increase in the level of traffic on the faculty e-mail list has caused some concerns. At the last ACPAC meeting, a recommendation was made to create an additional set of employee e-mail lists to be reserved for official university business. Sentiments were expressed to allow individuals to remove their name from the unofficial faculty distribution list after the creation of the new list for official university business. Dr. Piwinsky suggested that he would ask the TSC to implement this additional list for faculty as soon as possible. ACPAC will then discuss this issue at the March meeting.

Reports from the action teams:

Username/Alias Team - Soni, Convener

Soni reported that this team met on 19 November. Sam Pulieo joined the meeting and provided information regarding the possibility of creating e-mail aliases for students and employees. More information regarding the cost of this solution in terms of licensing and overhead will be provided in the future. The team recognizes that the use of an alias is a better solution than continued public distribution of usernames. For now, new usernames on the new e-mail server will follow the existing 4-character naming convention.

Op Sys/Office Suite Team - Dadson, Convener

Yost reported that this team has not yet met.

Report from the Provost's Office - Dr. Piwinsky

No report.

Report from John Benhart (Banner)

No report.

Student Computing Team -- B. Joseph, Chair

B. Joseph reported that the Student Computing Team met on 3 Dec 2001. Nancy Evans was a guest and provided information regarding the impact of the e-mail migration on students.

IBM Mainframe Activity Team -- Shubra, Chair

No report.

Training Team -- Himes, Convener

With the consent of this action team, Himes demonstrated an example web site that will be used to develop a common location for all instructional services. The plan is to include links to all workshops and training related to instructional technology. Ideas were presented from the floor on ways to make this site useable and accessible. The following motion was passed:

ACPAC supports the concept of developing and maintaining a web page to advertise all technology-related workshops to be called the Instruction Services portal.

New Business:

Stabley renovation - Dr. Fowler/Dr. Himes

Dr. Himes made a presentation on the status of the life-cycle renovation plans for the Stabley library building. The plans include enhanced and expanded services with considerable use of technology. The timeframe for the renovation is 2003. Any comments or questions about the plans should be addressed to the library administration.

ISSO discussions

Rodger reported on the work of the TUC sub-committee on Technology Security. This sub-committee is charged with developing an information security policy for the university. In the short term, a draft policy was created to satisfy in part an application information assurance that is affiliated with a grant. One need is to appoint an Information Systems Security Officer for the university. The Provost's office will make this determination. Rodger and Kirkpatrick will provide updates to ACPAC on the progress of this sub-committee.

[External account procedures](#)

[Central Computing Account Retention Procedures](#)

For the last two agenda items, ACPAC members were encouraged to review the documents addressing a new e-mail service for external users (other than employees and students) and the procedures for account retention. Discussion of these procedures will be included as an old business item for the next ACPAC meeting.

Additional item:

Technology Town Meeting

Dr. Piwinsky asked for the support of ACPAC in conducting another Technology Town Meeting. A review of technology vision documents will show considerable progress and this may be an appropriate time to begin to create a vision for the future of technology at the university. ACPAC was supportive of this idea and Burkett, Onyett, and Yost volunteered to assist McFerron in planning this event. A Saturday morning in mid to late March will be considered.

The meeting was adjourned at 5:00 PM.

Next Meeting: February 4, 2002

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

February 4, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of December 10, 2001](#)
 2. Co-Chairs' Report
 - o Class lists
 - o Technology Town Meeting (16 March 2002)
 3. Old Business:
 - o Reports from TUC sub-committees:
 - Security - Rodger, Kirkpatrick
 - Wireless - Benhart, Onyett, McFerron
 - Windows 2000 server - (Dadson/McFerron)
 - o Comments on [External account procedures](#) and [Central Computing Account Retention Procedures](#)
 4. Report from the action teams:
 - o Distance Education Guidelines Team - Jackson, Convener
 - o Training Team - Himes, Convener
 - o Username/Alias Team - Soni, Convener
 - o Op Sys/Office Suite Team - Dadson, Convener
 - o Report from the Provost's Office - Dr. Piwinsky
 - o Report from John Benhart (Banner)
 - o Student Computing Team - B. Joseph, Chair
 - o IBM Mainframe Activity Team - Shubra, Chair
 5. New Business:
 - o Automatic logoff in labs
-

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the February 4, 2002 Meeting.

In attendance: Benhart, Butzow, Eck, Fowler, Grieggs, B. Joseph, Kolb, Kornfeld, McFerron, Pagnucci, Primi, Rodger, Scandrett, Scott, Soni.

Excused: Burkett, Carter, Dadson, Himes, A. Joseph, Piwinsky.

Absent: Anderson, Gillham, Kirkpatrick, Melendez, Petersen, Rouke, Shubra, Yang, Yost.

Guest: Onyett.

Proceedings:

Approval of Minutes from the December 10, 2001 Meeting.

The minutes of the December 10, 2001 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

- Class lists

Problems with access to student usernames and e-mail addresses were discussed. The "P:" drive (Project Directory Service) contains a dynamic list of student usernames for each course/section, but many faculty are not familiar with this service. McFerron is sending e-mail to faculty on a regular basis highlighting various technologies including the Project Directory Service. Onyett has been making presentations to the various departments within the College of Education and Education Technology explaining how to access the project directory service and the benefits of using it. Benhart reported that the Banner group (now Student Operations Group) would be meeting every Wednesday to review and prioritize Banner problems.

- Technology Town Meeting (16 March 2002)

ACPAC is a sponsor for the IUP Technology Town to be held 16 March 2002. To provide input to the planning, contact McFerron, Onyett, or Yost.

Old Business:

Reports from TUC subcommittees:

- Security - Rodger, Kirkpatrick

This subcommittee is working on an Information Assurance Policy. After TUC review, a draft will be brought forward to ACPAC.

- Wireless - Benhart, Onyett, McFerron

A draft of a Wireless policy will be presented to TUC this week.

- Windows 2000 server - (Dadson/McFerron)

Conversion to Windows 2000 Server and Active Directories will begin this summer. The impact to users will be minimal, however the procedure to log on the network will change and will no longer require the entering of a domain (e.g., IUPMSD1 or 2).

Comments on [External account procedures](#) and [Central Computing Account Retention Procedures](#)

External account procedures – with the new email server, accounts are limited to students and employees. Retired faculty and users related to the university in other ways may acquire an account on an auxiliary mail service. Butzow asked about accounts for those who have faculty emeritus status. Support for these accounts should be provided through the Provost's office.

Account retention document – this document is posted on the ACPAC web site and addresses account retention for employees and students. In general, faculty accounts will expire 90 days after separation from the university, accounts for students who graduate will expire in 60 days, and accounts will be retained for students who are not registered for up to one year.

Reports from the action teams:

- Distance Education Guidelines Team - Jackson, Convener

Kolb distributed a list of Distance Education classes currently offered. Almost 600 students are currently enrolled in 26 courses. The e-University of Western Pennsylvania is a cooperative program with Clarion University which has attracted former students who wish to complete their degrees. The Eberly College Business and Information Technology is developing an associates degree to be offered via distance education.

- Training Team - Himes, Convener

No report.

- Username/Alias Team - Soni, Convener

This team has not met recently and is waiting for information from the TSC.

- Op Sys/Office Suite Team - Dadson, Convener

This team will meet and develop a recommendation for the March meeting.

- Report from the Provost's Office - Dr. Piwinsky

No report.

- Report from John Benhart (Banner)

The Banner group has been restructured and John Benhart will serve on the Student Operations Group. This group will meet weekly. John provided some information about student e-mail lists (above).

- Student Computing Team - B. Joseph, Chair

Joseph introduced Adam Primi, Graduate Student Assembly member. The minutes of the 28 Jan 02 action team meeting were distributed.

- IBM Mainframe Activity Team - Shubra, Chair

No report.

New Business:

Automatic logoff in labs

With the beginning of forced authentication in the public labs, a problem has arisen with students neglecting to log off the network. Onyett stated that the Davis Lab started to educate students at the beginning of the fall semester as to the importance of logging off. By his records, only 3 students didn't log off during the fall semester. ECOBIT Lab records show 70% of students not logging off. The possibility of purchasing software to automatically log students off was discussed. Problems would arise in determining when to log off students. Pagnucci suggested a screen saver to remind students to log off. It was suggested that students be better educated regarding their responsibility to log on and off computers in the public labs and the potential problems if they neglect to do so. McFerron explained

that whatever solutions are recommended need to be consistent among the five public labs on campus. Butzow suggested that AOG address this issue. Onyett requested that this be included on the agenda for the last ACPAC meeting of the semester with the intent of reviewing data from public labs.

The meeting was adjourned at 4:40 PM.

Next Meeting: March 11, 2002

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

March 11, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of February 4, 2202](#)
2. Co-Chairs' Report
 - Recap Conference ([announcement/call for papers](#))
 - Technology Town Meeting (16 March 2002) ([register here](#))
 - E-mail list subcommittee
3. Old Business:
 - Reports from TUC subcommittees:
 - Security - Rodger, Kirkpatrick
 - Wireless - Benhart, Onyett, McFerron
 - Windows 2000 server - (Dadson/McFerron)
4. Report from the action teams:
 - IBM Mainframe Activity Team - Shubra, Chair
 - Distance Education Guidelines Team - Jackson, Convener
 - Training Team - Himes, Convener
 - Username/Alias Team - Soni, Convener
 - Op Sys/Office Suite Team - Dadson, Convener
 - Report from the Provost's Office - Dr. Piwinsky
 - Report from John Benhart (Banner)
 - Student Computing Team - B. Joseph, Chair

5. New Business:

- Faculty PC plan
- Funds from VMS maintenance
- By-laws

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 11, 2002 Meeting.

In attendance: Benhart, Dadson, Eck, Grieggs, B. Joseph, Kirkpatrick, Kolb, Kornfeld, McFerron, Piwinsky, Primi, Rodger, Scandrett, Scott, Soni.

Excused: Burkett, Butzow, Carter, Fowler, Himes, A. Joseph, Petersen.

Absent: Anderson, Gillham, Melendez, Pagnucci, Rouke, Shubra, Yang, Yost.

Guest: Onyett.

Proceedings:

Approval of Minutes from the February 4, 2002 Meeting.

The minutes of the February 4, 2002 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

- Recap Conference

The announcement and the call for papers for the Recap Conference at Westchester in May are available from the ACPAC website.

- Technology Town Meeting (16 March 2002)

Technology Town Meeting 4 will be held this Saturday, March 16, 2002 in the ECOB complex.

- E-mail list subcommittee

Ramesh Soni will serve as the ACPAC representative to the TUC subcommittee addressing e-mail lists.

Old Business:

Reports from TUC subcommittees:

- Security - Rodger, Kirkpatrick

This subcommittee has completed a draft of the security policy which will be reviewed by TUC and then forwarded to ACPAC and AOG for further review and approval.

- Wireless - Benhart, Onyett, McFerron

The Wireless subcommittee has created a draft policy and set of guidelines that will be reviewed by TUC and then presented for further review.

- Windows 2000 server - (Dadson/McFerron)

AOG has requested that active directories be available this summer with the expectation that they will run in parallel with the NT security domains.

Reports from the action teams:

IBM Mainframe Activity Team - Shubra, Chair

No report.

Distance Education Guidelines Team - Jackson, Convener

Kolb suggested that this item remain on the agenda until we are assured that guidelines do not need to be adopted. Middle States guidelines should be considered. Piwinsky reported that the state system and APSCUF have reached an agreement regarding evaluation of faculty teaching distance education courses.

Training Team - Himes, Convener

No report. McFerron reported that he met with library staff to coordinate service offerings to students.

Username/Alias Team - Soni, Convener

Information about the proposed software solution and associated costs should be available by the end of March.

Op Sys/Office Suite Team - Dadson, Convener

The following motion was passed unanimously:

ACPAC recommends that for the fall 2002 semester the Office XP suite and the client operating system Windows XP Professional be adopted, recognizing that some university

peripheral equipment may not be compatible with this operating system.

Report from the Provost's Office - Dr. Piwinsky

Regarding the Microsoft Campus Agreement, the renewal of this agreement will be finalized by the state system office this summer. It is likely that some of the software will be offered individually rather than part of the overall agreement. Frontpage will not likely be part of the office suite. More details may be available after the IT officers' meeting at the end of March.

The Board of Governors provided \$340K to the university to be used for instructional technology. The colleges were allocated 60% based upon credit production. The remaining \$130K was designated for key technology initiatives.

Report from John Benhart (Banner)

The Banner software is scheduled for a major upgrade in May. The Banner "Standard" web page will be redesigned to make it more useful.

Student Computing Team - B. Joseph, Chair

This action team is addressing the difficulties with students neglecting to log off the network by having Adam Primi work with ATS to develop a plan to educate students about this issue.

New Business:

Faculty PC Plan

McFerron reported that a review of faculty PC purchases is underway in preparation for the purchase cycle beginning with the new fiscal year. Most of the faculty members who received PCs in 99-00 will receive new PCs this year fulfilling the 3-year cycle.

Funds from VMS maintenance

Savings from the elimination of web hosting and e-mail services and the downsizing of the academic VMS cluster will be made available for ACPAC to manage. Some savings from this year have been applied to the metering software allowing distribution of the Minitab and Photo Elements software.

By-laws

An action team was formed to create bylaws for the committee. The issue of co-chair terms of office and elections should be addressed in the bylaws. The team consists of: Kolb (convener), Dadson, McFerron, and Scandrett.

The meeting was adjourned at 4:30 PM.

Next Meeting: April 8, 2002

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

April 8, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of March 11, 2202](#)
2. Co-Chairs' Report
 - o Disband Opsys/suite team
3. Old Business:
 - o Report from Technology Town Meeting
4. Report from the action teams:
 - o [Bylaws Team](#) - Kolb, Convener
 - o Student Computing Team - B. Joseph, Chair
 - o IBM Mainframe Activity Team - Shubra, Chair
 - o Distance Education Guidelines Team - Kolb, Convener
 - o Training Team - Himes, Convener
 - o [Username/Alias Team](#) - Soni, Convener
 - o Op Sys/Office Suite Team - Dadson, Convener
 - o Report from the Provost's Office - Dr. Piwinsky
 - o Report from John Benhart (Banner)
5. New Business:
 - o VMS Accounts, future of VAX
 - o Future Meetings
 - o Nominating Action Team/Election

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the April 8, 2002 Meeting.

In attendance: Anderson, Carter, Dadson, Eck, Fowler, Grieggs, B. Joseph, Kirkpatrick, McFerron, Pagnucci, Primi, Rodger, Scandrett, Soni, Yost.

Excused: A. Joseph, Kornfeld, Piwinsky, Scott.

Absent: Benhart, Burkett, Butzow, Gillham, Himes, Kolb, Melendez, Petersen, Rouke, Shubra, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the March 11, 2002 Meeting.

The minutes of the March 11, 2002 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

Disband Opsys/suite team

Since the recommendation from the Operating System/Office Suite Action Team was approved by ACPAC at the last meeting, it was agreed that this team should be disbanded. Action teams to discuss recommendation for software in the future will be created as needed.

Old Business:

Report from Technology Town Meeting

McFerron reported that approximately 60 people attended Technology Town Meeting 4 held on 16 March 2002. Seven discussion groups were conducted addressing five different topics. The notes from each group have been posted on the ACPAC web site (<http://atssrv1.ats.iupui.edu/acpac/tt4-groups.doc>). A summary report of the event will be submitted to ACPAC.

Reports from the action teams:

Bylaws Team - Kolb, convener

The first draft of the bylaws have been posted on the ACPAC website (<http://atssrv1.ats.iup.edu/acpac/acpac-draft-bylaws-rev1.doc>) and were presented for discussion. The following changes to the bylaws were approved:

Add one additional ACPAC member specified as a faculty representative from the library.

Add the following to section IV: "Most action teams are created to address a specific issue and reports from the current action teams become standing agenda items. Action teams are created and disbanded by a majority vote of members present."

Change the title of the document to "Constitution and Bylaws."

Strike the reference to Roberts Rules of Order.

Define the quorum of ACPAC as 1/3 of the membership.

State the requirement that the Elected Co-Chairperson be a faculty member.

Clarify that meetings are normally held once a month and that co-chairpersons may call meetings as necessary.

Require the Administrative Co-Chairperson to provide a financial report at each meeting.

The draft bylaws will be revised by the action team and posted for ACPAC review.

Student Computing Team - B. Joseph, Chair

This action team has not met since the last ACPAC meeting, but Primi is working with Student Technology Services to raise awareness of the problem when students neglect to logoff the network. A student survey is being conducted and an article should appear in the *Penn.*

IBM Mainframe Activity Team - Shubra, Chair

No report. McFerron suggested that access to the IBM mainframe has been made available to all SSHE universities and that the IUP Computer Science department will take advantage of this service for some of their courses. This action team was disbanded.

Distance Education Guidelines Team - Kolb, Convener

No report.

Training Team - Himes, Convener

No report.

Username/Alias Team - Soni, Convener

The action team presented a proposal to create e-mail aliases for students and employees (<http://atssrv1.ats.iup.edu/acpac/e-mail-team-report.doc>). The proposal suggests that aliases for students will consist of first initial, period, middle initial (if available), period, complete last name, sequential number beginning with null, 1, 2, 3, etc.. Employee aliases will consist of complete first name, period, last name, and if required a sequential number. Employees will be allowed to change an alias once.

ACPAC approved the proposal for the action team which will be forward to TUC for consideration.

Op Sys/Office Suite Team - Dadson, Convener

Team disbanded.

Report from the Provost's Office - Dr. Piwinsky

No report.

Report from John Benhart (Banner)

No report. Soni highlighted a problem associated with faculty access to online records for students that are not assigned as advisees. Faculty members or other assisting these students will need to request that the student or the department secretary access the records.

New Business:

VMS Accounts, future of VAX

ATS is working with the TSC to determine any residual activity on the VMS system. It is anticipated that there will be no need for the academic VMS system after the summer sessions. The following motion was approved:

ACPAC agrees that student usernames no longer need to be automatically generated for the VMS system. Until the deactivation of the academic VMS system, student usernames should be requested via the project request form and project roster form.

This recommendation will be forwarded to the TUC.

Future Meetings

Meetings for the 2002-2004 Academic year will be posted on the ACPAC web site. A date of 8 July 2002 will be reserved for a summer meeting if needed. Meetings will continue to be held in the ECOB boardroom.

Nominating Action Team/Election

A Nominating Action Team was created consisting of Soni (convener) and Rodger. The team will submit a slate of candidates for the Elected Co-Chairperson. The Election will be held at the May meeting of ACPAC (6 May 2002).

The meeting was adjourned at 5:01 PM.

Next Meeting: May 6, 2002

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

May 6, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of April 8, 2202](#)
2. Co-Chairs' Report
 - o Information Assurance Guidelines (TUC)
 - o TUC subcommittees (E-mail lists, Internet RFP, Active Directories)
 - o Status of information policies
 - o Financial report
 - o [Report from Technology Town Meeting](#)
 - o [Status of membership](#)
3. Old Business:
 - o Report on logging off in the public labs
4. Report from the action teams:
 - o Nominating Action Team - Soni, Convener
 - o Report from John Benhart (Banner)
 - o [Bylaws Team](#) - Kolb, Convener
 - o Student Computing Team - B. Joseph, Chair
 - o Distance Education Guidelines Team - Jackson, Convener
 - o Training Team - Himes, Convener
 - o Username/Alias Team - Soni, Convener
 - o Report from the Provost's Office - Dr. Piwinsky
5. New Business:
 - o Co-Chairperson election



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 6, 2002 Meeting.

In attendance: Anderson, Benhart, Butzow, Carter, Grieggs, B. Joseph, Kolb, Kornfeld, McFerron, Pagnucci, Piwinsky, Rodger, Scott, Yost.

Excused: Burkett, A. Joseph, Kirkpatrick, Petersen, Rodger, Scandrett, Soni.

Absent: Dadson, Eck, Fowler, Himes, Melendez, Primi, Rourke, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the April 8, 2002 Meeting.

The minutes of the April 8, 2002 meeting were approved as published on the ACPAC web site. (*Motion: Butzow; second: Carter*).

Co-Chairs' Report:

The following motion was passed by ACPAC:

The members of ACPAC extend their sincere thanks on behalf of the academic community to Dr. Ramesh Soni for his efforts and leadership in his role as Co-Chair of ACPAC. (Motion: Butzow; second: Carter).

Information Assurance Guidelines (TUC)

McFerron reported on the status of the draft Information Assurance Guidelines being considered by TUC. This document has been referred back to the subcommittee for further discussion and modification. Rodger is the ACPAC representative to this subcommittee. Other academic representatives are Brad Smith, Tom Kirkpatrick, and Mary Micco. A final draft should be presented to ACPAC in the fall for review and endorsement.

TUC subcommittees (E-mail lists, Internet RFP, Active Directories)

Soni is serving as the ACPAC representative to the E-mail lists subcommittee. The subcommittee has

made a request to TUC to provide automated course/section e-mail lists for the fall. Other lists are being discussed and considered. The TSC has suggested that establishment of new lists are only limited by the availability of appropriate data. The configuration and use of employee e-mail lists are also being discussed by this subcommittee.

The Internet RFP subcommittee has issued the RFP for the connection to the internet. There were over 20 requests for the RFP from vendors. During May, the subcommittee will evaluate proposals and rank them and make a recommendation for the awarding of the contract. The desire is to match or exceed our current connection to the internet with a reduction in costs. At the completion of this process, there should be no change to end users. The ACPAC representative to this subcommittee is Rodger, with additional representatives from the CTMs and ATS.

Plans for the move to active directories are being analyzed and planned by representatives from the TSC, ATS, and the CTMs. Substantial changes are limited to the network operating system and the servers. When appropriate, end users will be informed of changes to the network username and master security domains (at some point, IUP network users will login to the network using the format username@iup.edu without the need to specify a domain).

Status of information policies

A subcommittee of the Senate Library and Educational Services committee is in the process of collecting, organizing, and reviewing existing policies related to information technology. Some policies will require no changes, some minor editing to retain currency, and others more extensive changes. The pending Wireless Policy and Guidelines and the Information Assurance Guidelines will be included in the discussion to arrive at a comprehensive set of information policies. ACPAC will have the opportunity to review the policies before being sent to the President and Senior Staff for review and adoption.

Financial report

McFerron reported that for fiscal year 2001-02, \$8,000 was made available that was used to acquire Photo Elements and metering software to allow both Photo Elements and Minitab to be distributed to all public labs. A minimum of \$8,000 in savings from VAX hardware and software will be available for ACPAC use in the next fiscal year.

Report from Technology Town

A summary report from the Technology Town Meeting held on 16 March 2002 is available on the ACPAC website (<http://atssrv1.ats.iup.edu/acpac/Report%20to%20ACPAC.doc>) This report will be used to guide the follow up of suggestions and ideas brought forward at the town meeting.

Status of membership

Currently there are vacancies in ACPAC membership for representatives from the Library, and the Colleges of Fine Arts and Natural Sciences and Mathematics.

Old Business:

Report on logging off in the public labs

Earlier this semester, ACPAC requested a status report for the last meeting of the year regarding how many students do not log off the network in the labs. McFerron reported that lab student employees have observed that less students are neglecting to log off now than earlier in the semester. An on-line survey was administered to students, an e-mail message was sent to all students, documentation regarding the networks were provided to all labs, and student workers were told to encourage students to log off when possible. B. Joseph reported that the results of the survey were discussed at the Student Action Team meeting and a majority of the students who responded do log off the network regularly. Efforts to educate students about this issue will continue.

Reports from the action teams:

Nominating Action Team - Soni, convener

This action team reported to Co-chair McFerron that the nominee for ACPAC Co-chair is Nancy Yost. This team was disbanded.

Report from John Benhart (Banner)

Benhart reported that a new version of Banner will soon be installed but there should be no effect on end users. There has been discussion about attendance for courses--that is some students are not enrolled but attend a class while others do not attend at all, some not realizing they are enrolled in a course. There does not appear to be a technological solution to this problem. There was discussion regarding the need to formalize the importance of e-mail communications to students. It was suggested that a uniform statement could be developed for inclusion on every course syllabus.

Bylaws Team - Kolb, convener

The latest draft of the ACPAC Constitution and Bylaws was presented for approval. After some discussion, the following motion was passed:

The concept and intent of the draft ACPAC Constitution and Bylaws is acceptable but Section II (Membership) should be modified to achieve at least a 51% representation of faculty. (Motion: Carter; Second: Yost).

The following changes to the membership were discussed:

- Add a faculty representative from the library (change included in current draft)
- Reduce dean membership to 2 members serving 2-year terms
- Require representative for the Graduate School be a graduate faculty member
- Add a faculty member from Student Affairs
- Specify that representative from the Senate be a faculty member

With this changes in place, the total ACPAC membership numbers 30, 16 of which are specified as faculty members. McFerron will make these changes, post the revised document on the ACPAC web site, and request ACPAC to review the revised document. After a period for comments and changes, an electronic vote will be requested. The effort is to finalize the Constitution and Bylaws this summer so that ACPAC can be properly constituted for the fall.

Student Computing Team - B. Joseph, Chair

B. Joseph reported that the Student Computing Team met and discussed the results of the student survey. Comments by students will be further analyzed. The team discussed summer advising and testing orientations and the technology information provided to these groups. An issue regarding the use of some network services by students in the residence halls will be further investigated and brought before ACPAC in the fall.

Distance Education Guidelines Team - Kolb, Convener

Kolb reported that there are 854 students enrolled for distance education courses this summer. Dean Kolb will continue to provide periodic reports to ACPAC about distance education. Seeing no need to consider distance education guidelines, this action team was disbanded.

Training Team - Himes, Convener

No report.

Username/Alias Team - Soni, Convener

No report.

Report from the Provost's Office - Dr. Piwinsky

Dr. Piwinsky reported the following:

1. This is the last week that the old (VMS) e-mail service will be available.
2. The Internet RFP process is underway with completion planned for the fall.
3. The university is anticipating a 2 1/2 - 3 percent reduction in budget allocation for the next fiscal year.

New Business:

Co-Chairperson election

Nancy Yost was unanimously elected as ACPAC co-chair for a term of one year.

The meeting was adjourned at 4:48 PM.

Next Meeting: September 16, 2002 (tentative summer meeting: July 8, 2002)

Prepared by Rick McFerron.



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 7, 2001 Meeting.

In attendance: Bell, Butzow, Carter, Dadson, Grieggs, Himes, Jackson, B. Joseph, Kirkpatrick, McFerron, Pagnucci, Petersen, Piwinsky, Rodger, Soni, Yost.

Excused: Burkett, Fowler, A. Joseph, Kornfeld, Scandrett.

Absent: Anderson, Eck, Gillham, Hamilton, Hooks, Kolb, Rourke, Shubra, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the April 9, 2001 Meeting.

Minutes of the April 9, 2001 meeting were approved as published on the WEB.

Co-Chairs' Report:

Rick McFerron announced the Dell Technology Day, May 23, 2001 in Eberly 312. Details will be sent via e-mail.

In order to support a SSHE application to Internet 2, it is important to identify any IUP faculty members who are collaborating with faculty from Drexel. Please contact Rick McFerron if you know of any activity of this sort.

Old Business:

Future ACPAC meetings

Fall semester meetings will begin September 10, 2001 and McFerron will post a full schedule for the academic year. The following motion was approved:

There will be no scheduled meetings of ACPAC for summer 2001. A special meeting can be called by the the co-chairs if necessary. A schedule of meetings will be developed for the next academic year. (motion: Butzow, 2nd: Jackson).

Reports from the action teams:

AV/Media Team -- Himes, Convener

No report.

Username Team -- Jackson, Convener

The recommendations for student username format have been passed on to the TUC and TSC. This action team was disbanded.

Statistical Package Team -- McFerron, Convener

The team brought forward the following motion which was approved by ACPAC:

ACPAC recommends that the statistical packages SPSS and Minitab no longer be provided on the VMS platform and that any cost savings be applied to the acquisition of PC versions of this and other statistical software.

Report from Steve Jackson (Banner)

The two main faculty concerns about Banner have been resolved. Academic advising check sheets can be printed in the academic departments using the Banner client software. Rick McFerron will contact the Registrar to assure that the College Technology Managers, department chairs and secretaries, and faculty understand this availability. The second item was the need to monitor the course withdrawal limit of 5 per student. The University Senate has voted to eliminate this restriction.

Portable Computing and Connectivity (Wireless) Team -- Butzow, Convener

The action team presented a draft concept paper on Wireless Connectivity. Changes were made to include ACOC in the approval and recommendation process. The report as amended was approved by ACPAC and is available at: <http://atssrv1.ats.iup.edu/acpac/Wireless.htm>

Student Computing Team -- B. Joseph, Chair

The team has been working with Barbe Moore on a web survey of Banner and URSA. A draft report should be available soon.

IBM Mainframe Activity Team -- Shubra, Chair

No report.

Client Operating System Team -- Dadson, Convener

The recommendation of this team was approved at the last meeting. This team is disbanded.

Training Team -- Himes, Convener

The team recommended that the IDC maintain an open access site on the web with training schedule announcements and registration information being listed and then linked to the unit providing the training. Glenn Himes and the IDC will develop this over the summer and plan for availability for the fall semester. Rick McFerron asked that Nancy Evans, ATS Coordinator of User Services be added to the team.

Web Calendar Team -- McFerron, Chair

A new version of WebCal is being reviewed.

Distance Education Guidelines Team -- Jackson, Convener

The team is reviewing four proposed documents. Dennis Ausel has been added to the team.

Report from the Provost's Office -- Dr. Piwinsky

No report.

New Business:

Review of draft Middle States Report

The draft of the five-year interim Middle States report is posted on the web. ACPAC members should review and make comments to Rick McFerron who will forward them to the Provost's Office.

Recommendation for faculty e-mail list

A recommendation from the CHSS technology committee was presented. It suggests a need for an additional e-mail list for faculty (and others) that would be exclusively for official business. After some discussion it was agreed that an action team should be created to address this issue and also provide

some guidelines on e-mail etiquette. The E-mail action team consists of Gian Pagnucci, Rick McFerron and Nancy Yost.

The meeting was adjourned at 4:45 PM.

Next Meeting: Fall 2001

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC MEETINGS

Please note that the links on the dates of the meetings will take you to that meeting's agenda.

Academic Year 2008-2009

Date	Time	Location	meetings/minutes
September 3, 2008	3:30 -5:00 PM	Oak Room C	September minutes
October 1, 2008	3:30 -5:00 PM	Oak Room C	October minutes
November 5, 2008	3:30 -5:00 PM	Oak Room C	November minutes
December 3, 2008	3:30 -5:00 PM	Oak Room C	December minutes
February 4, 2009	3:30 -5:00 PM	Oak Room C	February minutes
March 11, 2009	3:00 - 4:30 PM	Oak Room B	March minutes
April 8, 2009	3:00 - 4:30 PM	Oak Room B	April minutes
May 6, 2009	3:00 - 4:30 PM	Oak Room B	May minutes

Academic Year 2007-2008

Date	Time	Location	meetings/minutes
September 5, 2007	3:30 -5:00 PM	Oak Room	September minutes
October 3, 2007	3:30 -5:00 PM	Oak Room	October minutes
November 7, 2007	3:30 -5:00 PM	Oak Room	November minutes
December 5, 2007	3:30 -5:00 PM	Oak Room	December minutes
February 6, 2008	3:30 -5:00 PM	Oak Room	February minutes
March 5, 2008	3:30 -5:00 PM	Oak Room	March minutes
April 2, 2008	3:30 -5:00 PM	Oak Room	April minutes
May 7, 2008	3:30 -5:00 PM	Oak Room	May minutes

Academic Year 2006-2007

Date	Time	Location	meetings/minutes
September 6, 2006	3:30 -5:00 PM	Oak Room A	September minutes
October 4, 2006	3:30 -5:00 PM	Oak Room B	October minutes
November 8, 2006	3:30 -5:00 PM	Oak Room A	November minutes
December 6, 2006	3:30 -5:00 PM	Oak Room B	December minutes
February 7, 2007	3:30 -5:00 PM	Oak Room A	February minutes
March 7, 2007	3:30 -5:00 PM	Oak Room A	March minutes
April 4, 2007	3:30 -5:00 PM	Oak Room A	April minutes
May 2, 2007	3:30 -5:00 PM	Oak Room A	May minutes

Academic Year 2005-2006

Date	Time	Location	meetings/minutes
September 7, 2005	3:30 - 5:00 PM	Oak Room A	September minutes
October 5, 2005	3:30 - 5:00 PM	Oak Room A	October minutes
November 2, 2005	3:30 - 5:00 PM	Oak Room A	November minutes
December 7, 2005	3:30 - 5:00 PM	Oak Room A	December minutes
February 8, 2006	3:30 - 5:00 PM	Oak Room A	February minutes
March 8, 2006	3:30 - 5:00 PM	Oak Room A	March minutes
April 5, 2006	3:30 - 5:00 PM	Oak Room A	April minutes
May 3, 2006	3:30 - 5:00 PM	Oak Room A	May minutes
June 14, 2006	3:30 - 5:00 PM	Oak Room A	special meeting

Academic Year 2004-2005

Date	Time	Location	meetings/minutes
September 8, 2004	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	September minutes
October 6, 2004	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	October minutes
November 3, 2004	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	November minutes
December 1, 2004	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	December minutes
February 2, 2005	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	February minutes

March 2, 2005	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	March minutes
April 6, 2005	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	April minutes
May 4, 2005	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	May minutes

Academic Year 2003-2004

Date	Time	Location	meetings/minutes
July 7, 2003 *TBA	3:30-5:00 PM	Eberly Boardroom (ECOB 201)	Meeting NOT held
September 15, 2003	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	September minutes
October 13, 2003	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	October minutes
November 10, 2003	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	November minutes
December 8, 2003	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	December minutes
February 2, 2004	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	February minutes
March 1, 2004	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	March minutes
April 5, 2004	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	April minutes
May 3, 2004	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	May minutes

Academic Year 2002-2003

Date	Time	Location	meetings/minutes
July 8, 2002 *TBA	3:30-5:00 PM	Eberly Boardroom (ECOB 201)	Meeting NOT held
September 16, 2002	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	September minutes
October 14, 2002	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	October minutes
November 11, 2002	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	November minutes
December 9, 2002	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	December minutes
February 3, 2003	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	February minutes
March 10, 2003	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	March minutes
April 7, 2003	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	April minutes
May 5, 2003	3:30 -5:00 PM	Eberly Boardroom (ECOB 201)	May minutes

Academic Year 2001-2002

Date	Time	Location	meetings/minutes
Mon Sep. 10, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Sep. minutes
Mon Oct. 15, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	**Meeting CANCELED**
Mon Nov. 12, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Nov. minutes
Mon Dec. 10, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Dec. minutes
Mon Feb. 4, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. minutes
Mon Mar. 4, 2002	3:30 - 5:00 PM	**See 11 Mar 2002 below**	**Meeting rescheduled**
Mon Mar. 11, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Mar. minutes
Mon Apr. 8, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Apr. minutes
Mon May 6, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	May minutes

Academic Year 2000-2001

Date	Time	Location	meetings/minutes
Mon June 12, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	June meetings/minutes
Mon July 17, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	July meetings/minutes
Mon Sept. 11, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Sept. meetings/minutes
Mon Oct. 9, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	**Meeting CANCELED**
Mon Nov. 6, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Nov. meetings/minutes
Mon Dec. 4, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Dec. meetings/minutes

Mon Feb. 5, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. meetings/minutes
Mon Mar. 12, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Mar. meetings/minutes
Mon Apr. 9, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Apr. meetings/minutes
Mon May 7, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	May meetings/minutes

Academic Year 1999-2000

Date	Time	Location	meetings/minutes
Mon. Aug. 30, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Aug. meetings/minutes
Mon. Sept. 20, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Sept. meetings/minutes
Mon. Oct. 25, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Oct. meetings/minutes
Mon. Nov. 22, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Nov. meetings/minutes
Mon. Jan. 24, 2000	3:30 - 5:00 PM	Eberly College Room 408	Jan. meetings/minutes
Mon. Feb. 21, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. meetings/minutes
Mon. Mar. 20, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Mar. meetings/minutes
Mon. Apr. 24, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Apr. meetings/minutes

Academic Year 1998-1999

Date	Time	Location	meetings/minutes
Oct. 22, 1998	1:30 - 3:00 PM	Eberly Board Room (ECOB 201)	Oct. meetings/minutes
Mon. Nov. 23, 1998	3:15 - 4:45 PM	Eberly Board Room (ECOB 201)	Nov. meetings/minutes

Mon. Dec. 14, 1998	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Dec. meetings/minutes
Mon. Jan. 25, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Jan. meetings/minutes
Mon. Feb. 22, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. meetings/minutes
Mon. Mar. 22, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	March meetings/minutes
Mon. Apr. 19, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Apr. meetings/minutes
Mon. June 28, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	June meetings/minutes

Academic Computing Policy Advisory Committee

November, 2001

Guidelines for E-mail Use

E-mail has become an everyday part of our professional and personal lives. But many users fall into common traps that reduce the effectiveness of this excellent method of communication. By following just a few simple rules, e-mail can be professional, personal and effective.

E-mail lists

Messages to multiple users, particularly e-mail lists, should be kept as concise as possible. In the case of IUP employee e-mail lists, messages should contain information that is important or interesting to most or all of the recipients. Personal messages should be avoided. University e-mail should not be used for advertisements or for personal gain. Instead of sending attachments to all members of a list, make the information available on a web page or network drive and send all members the link or file location.

Attachments

Attachments are a great way to share work, but they are often overused. Here are a few things to think about before sending an attachment. Many e-mail systems have a limit to the size of attachments; messages above this limit may be lost. Most users are limited by the number of messages they can store so be aware of the size of attachments you send. Image files and photographs are often particularly large, so consider resizing or reducing resolution with a graphics editor. Word processing files are much larger and more prone to virus infection than plain text e-mail; avoid sending text as attachments, unless formatting is critical. Avoid features such as embedded images, wallpaper, and other features that add unnecessary size to the message. As with e-mail lists, if you need to share a larger file with many people, place it on a web page or network drive and send an e-mail message containing just the link or file location.

Subject Line

Use a descriptive subject line on your e-mail message. This will add to the impact of your message and help the recipients respond appropriately. Review the content of the subject line on a forwarded message--make sure that it is still suitable.

Copies

Always copy yourself on important messages. This way, you can easily resend the message if it's lost or provide proof that it was originally sent. If the message gets lost, you will be able to send a new copy. The timestamp on your copy will show when you sent the original.

Content

Always give the personal touch. Be sure to greet the user and include a closing. It's a simple touch, but it makes your e-mail less abrupt and more personal. Signatures should be kept short and simple. Professional signatures should contain your full name, business phone number and e-mail address. You may also include a mailing address, if desired. It's generally considered good etiquette to limit your signature to four lines or less. It's a good idea to include your e-mail address in the body of any text you send to make it simpler for the recipient to contact you.

Proofread

Always spell check and proofread what you've written. Few things make as poor an impression as e-mail littered with typos and misspellings. Carefully consider the style of your e-mail writing and avoid being either too chatty or too brief. Avoid unnecessary abbreviations and acronyms. Conventions such as typing ALL CAPS to indicate emphasis may be interpreted quite differently than you intended.

Security

Remember that e-mail is not a secure method of communication. Never send anything in an e-mail message that you would not want to see on the front page of the *New York Times*. Also be careful to whom you forward e-mail and beware of the "Reply All" feature--it's often undesirable to respond to everyone who received a particular e-mail. Review the list of recipients before you send your message. E-mail is not necessarily private communication.

Maintain your e-mail

You should periodically review your e-mail quota to avoid losing messages because you have exceeded your quota. Be systematic about deleting messages you don't need and saving important messages in a safe place.

Keeping these few simple rules in mind will help you to be a courteous and professional e-mail user. Your colleagues will thank you for it.

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