

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 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

Indiana University of Pennsylvania

ACPAC

September 16, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of May 6, 2202](#)
2. Co-Chairs' Report
 - Financial report
 - [Status of membership](#)
3. Old Business:
 - E-mail lists discussion
 - TUC projects
 - [Information Assurance Guidelines](#)
 - [Wireless Guidelines](#)
4. Standing Reports:
 - Report from the Provost's Office - Dr. Piwinsky
 - Report from John Benhart (Banner)
5. Report from the Action Teams:
 - Student Computing Team - B. Joseph, Chair
 - Training Team - Himes, Convener
 - Username/Alias Team - Soni, Convener
6. New Business:
 - [Anti-spam discussion](#)
 - Testscoring
 - Minitab
 - VAX/VMS decommissioning
 - Technology Fee (MSCA for students)
7. Other Business:

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the September 16, 2002 Meeting.

In attendance: Anderson, Benhart, Diaz-Martin, Eck, Giever, Grieggs, Himes, A. Joseph, B. Joseph, Kolb, McCreary, McFerron, Onyett, Pagnucci, Piwinsky, Scandrett, Scott, Sherburne, Shim, Smith, Yost.

Excused: Carter, Kornfeld, Rodger, Soni.

Absent: Dadson, Hrabovsky, Mukasa, Primi.

Proceedings:

Approval of Minutes from the May 6, 2002 Meeting.

The minutes of the May 6, 2002 meeting were approved as published on the ACPAC web site. (*Motion: B. Joseph; second: Kolb*).

Co-Chairs' Report:

Financial Report

\$8,000 is available for this fiscal year to be used by ACPAC.

Status of Membership

ACPAC membership has been reconfigured to adhere to the Constitution and Bylaws adopted in the spring. Faculty members comprise a majority of the members of ACPAC. Currently the undergraduate student representative position is vacant. A welcome was extended to new members of ACPAC: Portia Diaz-Martin, Library faculty; Dennis Giever, Criminology and Graduate faculty representative; Paul Hrabovsky, Student Affairs faculty; Patrick McCreary, Theater/FA faculty; Stanford Mukasa, Journalism, Senate faculty representative; Lloyd Onyett, College Technology Manager (EDUC); Lou Sherburne, Psychology/NSM faculty; Leem Shim, Computer Science/NSM faculty; and J. B. Smith, Health & Physical Education/HHS faculty.

Old Business:

E-mail lists discussion

ACPAC had created and disbanded an action to discuss e-mail lists and to interface with the TUC subcommittee addressing several e-mail list issues. Soni served as the chair of the action team and is currently the ACPAC representative to the TUC subcommittee. The TUC subcommittee is addressing several issues, including the successful launching of the Course Section e-mail list service. This group will reconvene soon to discuss the use and configuration of employee e-mail lists. ACPAC agreed to wait for a report from Soni to determine whether ACPAC should take any additional action regarding e-mail lists.

TUC projects

McFerron reported on the status of TUC projects:

- E-mail list subcommittee is progressing as reported above. Course Section E-mail list service has been successfully implemented.
- Internet RFP is being reissued with the objective of maintaining internet bandwidth and reducing costs.
- TUC has approved the Information Assurance Guidelines and the Wireless Guidelines. The Senate Library and Educational Services Committee will review these policies and others in order to arrive at a comprehensive set of information and communications policies as requested by SSHE.
- The ACPAC e-mail account alias proposal has been accepted by TUC and is under review for determination of the project schedule.
- Conversion to the Windows 2000 network operating system and Active Directory is in progress. This is a major project for technology personnel and is necessitated by the requirement to adopt current Microsoft networking software. The change to Active Directory will have minimal impact on end users. Once in place, users will not need to discriminate between network domains (e.g. IUPMSD1 or IUPMSD2) because all accounts will be in a new domain, IUPMSD. Beginning in December 2002 users will have the option to logon to the network with the current NT logon procedure or with the new Active Directory procedure. By Fall 2003, all users will access the network via Active Directory. Details of the conversion will be discussed and communicated to the university community.

A discussion ensued regarding student use of IUP e-mail services. It was recognized that students need to be provided with sufficient training and orientation to university technology services, including IUP e-mail. Students may resist being required to use IUP e-mail services, but instructions on how to forward messages to external e-mail accounts have been made available. Adoption of e-mail aliases for students may make the service more attractive. It was suggested that all new students should be provided information to be able to use e-mail. The following motion was passed unanimously:

ACPAC recommends that instructors encourage students to periodically read their IUP e-mail or forward messages to an external e-mail service which they regularly review. E-mail messages sent to a student's IUP e-mail address has been recognized as an official mode of communications. (motion: Benhart; second: Kolb).

Information Assurance Guidelines

The Information Assurance Guidelines have been reviewed by the technology committees and approved by TUC. They will be forwarded to the Senate Library and Educational Services Committee for

inclusion with other information policies. The final draft of the guidelines are presented to ACPAC for its information: [Information Assurance Guidelines](#).

Wireless Guidelines

The Wireless Guidelines have been reviewed by the technology committees and approved by TUC. They will be forwarded to the Senate Library and Educational Services Committee for inclusion with other information policies. The final draft of the documents are presented to ACPAC for its information: [Wireless Guidelines](#).

McCreary raised concerns about resolution of conflicts with wireless communications such as those used by touring theatrical productions. Although use of wireless devices that interfere with the operation of the campus data network may be restricted, the intent of the Wireless Guidelines is that Network Operations will work with users to avoid and resolve conflicts.

Standing Reports:

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

IUP has been added by the PA Team (communications vendor) as the 4th SSHE university scheduled for deployment of a wireless ISP service. We should expect this service to be available to the Indiana area this semester.

Report from John Benhart (Banner)

Nothing to report.

Reports from the Action Teams:

Student Computing Team - B. Joseph, Chair

B. Joseph reported that once an undergraduate student ACPAC representative is appointed to this action team, regular meetings will be scheduled.

Training Team - Himes, Convener

There is no report from this team, but Himes did report that the Instructional Services web site is available through the "My WebCT" portal. Himes asked that ACPAC review this site and offer suggestions for improvement before it is moved to a more public area.

Username/Alias Team - Soni, Convener

This action team previously forwarded a recommendation for adoption of e-mail aliases for students. Soni agreed via an e-mail message to the co-chair that this action team should be disbanded. The

following motion was passed unanimously:

The Username/Alias Action Team is disbanded. (motion: Onyett; second: Yost).

New Business:

Anti-spam discussion

A report from the TUC was submitted to ACPAC for its consideration ([Anti-spam measures](#)). The TSC has experimented with some anti-spam measures that can be applied to the central e-mail server. Anti-spam efforts may not block all the unwanted e-mail that users receive. Another potential problem is that the anti-spam software may mistakenly block messages that users expect to receive. If users are willing to risk losing messages to block unwanted messages, than the use of anti-spam software should be considered. One clear benefit to blocking messages is the reduced workload for the e-mail processor.

AOG has discussed this issue and made the following recommendation:

AOG recommends that a well publicized trial period for anti-spam efforts be declared to begin on a specific date in October and extend to the end of the fall semester. At that time the effectiveness and appropriateness of the effort should be evaluated and the TUC should determine whether anti-spam efforts should continue on a permanent basis. With its association with the college technology committees, ACPAC should lead the effort to evaluate the anti-spam trial period.

In addition, AOG minutes reflect these comments:

AOG could prepare a formal response to the trial anti-spam effort for its 12 Dec 2002 meeting. It was suggested that ACPAC could provide a response for its 9 Dec 2002 meeting.

McCreary asked if the anti-spam software will notify the sender which is the case. The possibility of creating an action team was discussed and dismissed. After further discussion the following motion was passed unanimously with the intention of ACPAC discussing this issue in the December meeting:

ACPAC supports the recommendation of AOG to begin a trial period for anti-spam efforts during the fall semester. (Motion: Pagnucci; second: McCreary).

Testscoring

To eliminate the need for instructors to have VMS accounts to request testscoring services (scanning of the General Purpose Answer Sheet) requests will be serviced by the TSC operations staff with a utility account. For those instructors who require a data file as output from testscoring, the file will be sent via e-mail rather than made available on VMS. A TUC subcommittee will be created to investigate commercial testscoring software to replace the current system that was written by the TSC and which runs on VMS. McCreary volunteered to serve as the ACPAC representative to this subcommittee when it is convened.

Minitab

Minitab (statistical software) has been made available in the public labs through software metering. This service will continue through this year at which point the Mathematics department has decided to not renew the license.

VAX/VMS decommissioning

After a final review of any remaining activity on the VAX/VMS system, it will be decommissioned in January, 2003. The Computer Science department is currently using the system for at least two courses.

Technology Fee (MSCA for students)

Beginning with the Fall 2002 semester, students are being assessed a \$50 per semester Technology Fee. Guidelines for the use of these funds are being developed by SSHE. Several projects have been discussed for the use of these funds including the funding of electronic databases for the Library, adoption of the student option of the Microsoft Campus Agreement, creation of special technology facilities, and upgrades to technology classrooms. Further discussion regarding the use of these funds are being held by the Council of Deans, the Academic Council, and the Provost's office. In order to provide input into the decision process for the allocation of these funds, it was agreed that ACPAC should create an action team to address this issue. Members of the action team will be Benhart, Diaz-Martin, Pagnucci, and Smith. JB Smith will be asked to convene the team.

The meeting was adjourned at 5:00 PM.

Next Meeting: October 14, 2002

Prepared by Rick McFerron (with assistance from Lloyd Onyett).

Indiana University of Pennsylvania

ACPAC

October 14, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of September 16, 2002](#)
2. Co-Chairs' Report
 - Financial report
 - Report to Senate L&ES
3. Old Business:
 - Report on anti-spam efforts
 - [Recommendation of E-mail list subcommittee](#) - Soni
 - Draft e-mail policy - Soni
4. Standing Reports:
 - Report from John Benhart (Banner)
 - Report from the Provost's Office - Dr. Piwinsky
5. Report from the Action Teams:
 - Technology Fee Team - Smith, Convener
 - Training Team - Himes, Convener
 - [Student Computing Team](#) - B. Joseph, Chair
6. New Business:
 - [Transition of long distance service](#)
7. Other Business:

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the October 14, 2002 Meeting.

In attendance: Benhart, Carter, Dadson, Giever, Grieggs, A. Joseph, B. Joseph, Kolb, Kornfeld, McCreary, McFerron, Mukasa, Primi, Rodger, Soni, Scandrett, Sherburne, Shim, Yost.

Excused: Diaz-Martin, Hrabovsky, Onyett, Piwinsky, Scott, Smith.

Absent: Anderson, Eck, Himes, Pagnucci.

Proceedings:

Approval of Minutes from the September 16, 2002 Meeting.

The minutes of the September 16, 2002 meeting were approved with corrections.

Co-Chairs' Report:

Financial Report

\$8,000 is available for this fiscal year to be used by ACPAC.

Report to Senate L&ES

The revised Computing Resources Policy which references the Information Assurance Guidelines and the proposed Wireless Communications Policy which references the Wireless Communications Guidelines have been presented to the Senate Library and Educational Services Committee for review and transmittal to the full Senate.

Old Business:

Report on anti-spam efforts

On October 11, 2002, the anti-spam filters were activated for incoming e-mail messages. Rick McFerron and Sam Puleio will monitor the list "spam-filter-comments@iup.edu" and provide a summary to ACPAC for the December meeting.

Recommendation of E-mail list subcommittee - Soni

Draft e-mail policy - Soni

Soni has been serving as the ACPAC representative to the TUC E-mail Lists Subcommittee. Two documents generated by this subcommittee were distributed for review and approval. They are the IUP Acceptable Standards for E-mail Use and the Authenticated SMTP Proposal. An Action Team was appointed to assist in reviewing these documents and making recommendations to ACPAC for action. The team consists of Soni as the convener, Kornfeld, and Rodger. Other activities of the TUC subcommittee can be reviewed in the subcommittee report ([E-mail minutes](#)).

Automated e-mail for specific course/sections were made available at the beginning of the fall semester. This service has seen reasonably high use. The subcommittee expects some definition from ACPAC regarding the need for any additional automated lists. Employee e-mail lists were also discussed. Human Resources has recommended that the faculty/staff/student e-mail lists be revised and replaced with better defined lists in part to avoid unnecessary and unwanted e-mail. Parameters that need to be determined for new lists include whether the list is moderated or not and who may post to the list (members only, designated posters, etc.).

Standing Reports:

Report from John Benhart (Banner)

Benhart reported that there is a problem with cross listing courses as well as with courses that have multiple instructors. Currently, for these courses, instructors may not be able to access records for all students in the section. McFerron reported that a patch has been applied to solve a problem with older browsers accessing URSA. It was reported that some versions of Netscape won't allow printing from URSA.

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

No report.

Reports from the Action Teams:

Technology Fee Team - Smith, Convener

McFerron reported for JB Smith that the team has talked but not yet met. Smith and McFerron were able to meet with the Provost to discuss the possibility of using the Technology Fee to fund the student option of the Microsoft Campus Agreement. It does not appear that the fee will be used for this purpose, primarily because it would require an annual contribution of approximately 20% of the total fee. Benhart began a discussion regarding the use of the Technology Fee. McCreary questioned the definition of technology that will be used to distribute revenue from the fee. Mukasa suggested that the concept of Information and Communications Technology should

be applied. There was discussion to suggest that a review of facilities should be conducted and that equipment that would be covered should be defined. Concerns were expressed that “technology” needs to be better defined. Specific guidelines from SSHE regarding the use of the technology fee are forthcoming. The following motion was approved

Members of the Technology Fee Action Team, representing ACPAC, should be consulted regarding decisions from the Council of Deans and the Provost's office about how the Technology Fee should be spent. (motion: Carter; second: Benhart).

Training Team - Himes, Convener

No report.

Yost reported that the Electronic Portfolio lab in Davis is holding workshops for education majors. Workshops will be scheduled as needed. Further information can be found at <http://www.coe.iup.edu/portfolio/>.

Student Computing Team - B. Joseph, Chair

This action team met on October 9. The team still needs an undergraduate member who would be available for ACPAC and action team meetings. Nancy Evans reported to the action team on recent activities from Student Technology Services. The team recommended that the brochure on student computing should address department and college labs as well as public labs. Patrick McDivitt reported that 81% of the residence hall students have requested activated computer ports in their rooms. Complete meeting minutes have been posted ([ACPAC Student Computing Team](#)).

New Business:

Transition of long distance service

A report on the transition of long distance service has been posted ([long distance service](#)). Additional information is forthcoming regarding new long distance dialing instructions and long distance rates.

Other Business:

Scandrett asked a question about passwords in regard to the transition from NT to Active Directory. The transition and its impact on users are being discussed now and the details will be announced soon.

Kolb distributed the Distance Education schedule for fall 2002. The number of students enrolled for fall is 578 compared to 873 last summer. Instructors may use WebCT or other distance education technologies to provide up to 1/3 of course contact hours. Beyond that, a course must be approved and listed as a distance education course.

The meeting was adjourned at 4:41 PM.

Next Meeting: November 11, 2002

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

November 11, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of October 14, 2002](#)
2. Co-Chairs' Report
 - Financial report
 - Updates to anti-spam filter
 - Educause conference
3. Old Business:
 - Review proposal for [Authenticated SMTP](#)
4. Standing Reports:
 - Report from the Provost's Office - Dr. Piwinsky
 - Report from John Benhart (Banner)
5. Report from the Action Teams:
 - E-mail Team - Soni, Convener
 - [Student Computing Team](#) - B. Joseph, Chair
 - Technology Fee Team - Smith, Convener
 - Training Team - Himes, Convener
6. New Business:
 - Portfolio Directories (from TUC)
 - WebCT support (from TUC)
7. Other Business:

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the November 11, 2002 Meeting.

In attendance: Benhart, Carter, Dadson, Grieggs, A. Joseph, B. Joseph, Kolb, Kornfeld, McFerron, Mukasa, Onyett, Pagnucci, Rodger, Shim, Smith, Soni, Yost.

Excused: Anderson, Eck, Himes, Hrabovsky, Primi, Scandrett, Scott.

Absent: Burk, Diaz-Martin, Giever, McCreary, Piwinsky, Sherburne.

Proceedings:

Approval of Minutes from the October 14, 2002 Meeting.

The minutes of the October 14, 2002 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

\$8,000 is available for this fiscal year to be used by ACPAC.

Updates to anti-spam filter

Two new blocking sites have been added to the anti-spam service increasing the number of messages blocked by about 20%. Comments or questions about the anti-spam filter should be directed to spam-filter-comments@iup.edu. A full report of the anti-spam trial period will be provided to ACPAC for the December meeting.

Educause conference

The Provost's office will support the attendance of the ACPAC co-chairs to the Educause regional conference in January. A report of the proceedings will be provided to ACPAC. In the future, the possibility exists that other ACPAC members may be sponsored to attend technology-related conferences.

Old Business:

Review proposal for Authenticated SMTP

TUC has proposed that SMTP authentication for submission of messages with a "from:" address @iup.edu be implemented on the IUP mail servers. The full text of the TUC proposal is available from the TUC web site: <http://www.iup.edu/tsc/utilities/tuc-smtp-authentication.shtm>.

AOG discussed the proposal and passed a motion withholding support for the proposal. This motion is recorded in AOG minutes of 7 Nov 2002: <http://www.iup.edu/aog/minutes/7nov02.htm>

Forcing SMTP authentication would require e-mail users to authenticate with a valid IUP e-mail username and password in any session in which e-mail is sent. This would be in addition to authentication when the e-mail client is invoked. SMTP authentication allows that a specific IUP account can be held accountable for a "spoofing" incident, but cannot prevent the incident. Individual e-mail clients would require a change of settings. Web-based e-mail clients would not require a change. The cost to implement SMTP authentication is limited to human resources. The following motion was passed with 3 dissenting votes:

The resources required to implement SMTP authentication should be investigated and the sanctions that apply to e-mail misuse, including falsification of identity, should be determined and a report provided at the December ACPAC meeting. (motion: Carter; second: Smith).

Standing Reports:

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

No report.

Report from John Benhart (Banner)

To access summary class lists the CRN is required. This number is not easily determined. A display that relates the CRN to course/section was suggested to the Banner team as a correction for this problem.

Reports from the Action Teams:

E-mail Team - Soni, Convener

The action team is continuing to discuss the specifications of additional automated e-mail lists. Employee e-mail lists will be modified and discussions are dependent upon input from the Human Resources department. It is likely that restrictions will be placed on who can post to employee e-mail lists. Guidelines for the use of e-mail are being discussed.

Student Computing Team - B. Joseph, Chair

At the last meeting of this team, the problems associated with providing specialized software for students was raised. Some departmental and college labs are not open sufficiently to provide services to students. An action team was convened to investigate solutions to this problem and perhaps conduct a needs assessment regarding software. The team consists of Paul Kornfeld (convener), John Benhart, Ben Dadson, Lloyd Onyett, Betsy Joseph, and Stanford Mukasa.

Technology Fee Team - Smith, Convener

Decisions have been made about the use of the Technology Fee for the current year. This team will continue to work on developing plans for future use of these funds.

Training Team - Himes, Convener

This action team was disbanded.

New Business:

Portfolio Directories (from TUC)

The TUC has requested that a proposal for central support of electronic portfolios be developed and submitted for consideration. An action team was created to address this issue. The team consists of Lloyd Onyett (convener), Brenda Carter, Nancy Yost, and an additional faculty member to be announced.

WebCT support (from TUC)

The TUC has requested that a proposal for central operational support of WebCT be developed and submitted for consideration. An action team was created to address this issue. The team consists of Tony Joseph (convener), Glenn Himes, and Nick Kolb.

The meeting was adjourned at 5:04 PM.

Next Meeting: December 9, 2002

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

December 9, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of November 11, 2002](#)
 2. Co-Chairs' Report
 - o Financial report
 - o Decommissioning of VMS: 6 Jan 2003
 - o New network accounts
 3. Old Business:
 - o [Anti-spam report](#)
 - o Follow-up on proposal for [Authenticated SMTP](#)
 4. Standing Reports:
 - o Report from John Benhart (Banner)
 - o Report from the Provost's Office - Dr. Piwinsky
 5. Report from the Action Teams:
 - o Software Access Team - Kornfeld, Convener
 - o Electronic Portfolio Team - Onyett, Convener
 - o WebCT Support Team - A. Joseph, Convener
 - o Technology Fee Team - Smith, Convener
 - o E-mail Team - Soni, Convener
 - o [Student Computing Team](#) - B. Joseph, Chair
 6. New Business:
 - o Banner/registration and the 120 credit mandate
 - o
 7. Other Business:
-

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the December 9, 2002 Meeting.

In attendance: Diaz-Martin, Grieggs, Himes, Hrabovsky, A. Joseph, B. Joseph, Kornfeld, McFerron, Onyett, Pagnucci, Rodger, Scandrett, Sherburne.

Excused: Anderson, Benhart, Dadson, Eck, Kolb, Scott, Smith, Soni, Yost.

Absent: Burk, Carter, Giever, McCreary, Mukasa, Piwinsky, Primi, Shim.

Proceedings:

Approval of Minutes from the November 11, 2002 Meeting.

The minutes of the November 11, 2002 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

\$8,000 is available for this fiscal year to be used by ACPAC.

Decommissioning of VMS: 6 Jan 2003

After 6 Jan 2003, the VAX/VMS computer system will no longer be available for use. An e-mail will be sent to all faculty reminding them of this. Any pertinent comments or questions should be directed to Academic Technology Services.

New network accounts

As of 1 Dec 2002, new network accounts are available to all employees and students. The new network account is the same username, the "initial" password, and the domain IUPMSD. Old network accounts were either IUPMSD1 or IUPMSD2. The "initial" password is available through URSA. After 18 Dec 2002, URSA will report only IUPMSD as the domain for network accounts. All users should be using the new network account by August of 2003. Academic faculty and staff should wait for assistance from the appropriate College Technology Manager to complete this transition. Users on the Administrative network should wait until the Administrative Help Desk staff approaches individual offices. Students will be encouraged to begin using the new network account immediately. The Student Computing Helpdesk will be assisting individual students and conducting a marketing campaign to

encourage students to use the new network account. Instructors who teach the network logon procedure in class will be contacted individually. Additional information about the new network account will be posted on the ATS website (<http://www.iup.edu/ats/>).

Additional item for Co-Chairs' Report:

Testscoring

Testscoring and scanning of the General Purpose Answer Sheet is a service that will continue to be provided by the TSC. To retrieve output from testscoring, instructors will need to use a 4-digit pickup code provided by the dispatcher in the telephone call reporting that the output is ready to be picked up. Identity of the individual picking up testscoring output will be confirmed via an I-card and they will be asked to sign the log at the dispatch counter. An e-mail message will be sent to department chairs outlining this change.

Old Business:

Anti-spam report

The report on the Spam Filtering Trial Period was discussed. There appears to be little opposition to continuing this service and substantial reduction in the number of e-mail messages processed by the central e-mail server. The following motion was approved:

ACPAC recommends that the trial spam filtering service be implemented on a permanent basis. (motion: McFerron; second: Sherbune)

Follow-up on proposal for Authenticated SMTP

McFerron reported the following to satisfy the request made by ACPAC at the last meeting. A discussion with Human Resources personnel resulted in the following statement to answer the question about sanctions for e-mail misuse:

The Human Resources Department reports that sanctions for policy violations such as "spoofing" are discharged through the normal channels defined for disciplinary actions. From the Computer Use Policy: "Any individual who improperly utilizes University facilities, equipment, and/or services may be subject to the appropriate level of procedural and substantive due process consistent with University and State System standards." The specific action depends on the disciplinary process appropriate for the bargain unit. In most cases progressive disciplinary actions are initiated consistent with the appropriate Collective Bargaining Agreement.

To satisfy the request from ACPAC for an estimate of the resources required to implement authenticated SMTP, McFerron provided the following information collected from the College Technology Managers:

Estimated hours per college:

ECOB - 30.7 man hours
Fine Arts - 24.8 man hours
CHSS - 78.6 man hours
CHHS - 37.6 man hours
NSM - 59 man hours
Library - 11.2 man hours
ATS - 7.6 man hours, plus travel
TOTAL: 286.4

A prolonged discussion of the issue resulted in the following motion being approved:

*ACPAC recommends that College Technology Managers and other technical support staff begin to implement authenticated SMTP on individual PCs as machines are serviced in preparation for university-wide implementation of this feature at some future time.
(motion: McFerron; second: Pagnucci)*

Standing Reports:

Report from John Benhart (Banner)

No report.

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

No report.

Reports from the Action Teams:

Software Access Team - Kornfeld, Convener

Paul Kornfeld reported on the first meeting of this action team. The team recommends that a needs assessment be conducted to help define the problem. It is possible that funds from the Technology Fee can be used to purchase software and acquire software licenses. Glenn Himes is working on a grant proposal for an information courtyard for the library that would consist of one "pod" of work stations. This could possibly help fill some of the need for access to specialized software. Glenn will join the action team.

Electronic Portfolio Team - Onyett, Convener

This team consists of Onyett, Carter and Yost. Judy McDonough was appointed to the team as a faculty representative. A proposal to have the TSC support the electronic portfolio service was submitted by the team. The proposal will be discussed further at the next meeting. Portia Diaz-Martin and Jack Scandrett were added to the action team.

WebCT Support Team - A. Joseph, Convener

Tony Joseph and Glenn Himes reported that discussions with personnel from the TSC to implement a redundant server have proceeded and there seems to be general agreement that the project can be accomplished in a timely manner. The following motion was passed:

ACPAC recommends that TUC direct the TSC to implement and support the redundant server to support WebCT and the operation of the IDC. (motion: Himes; second: Pagnucci)

A motion was passed to permit Glenn Himes to make a 20 minute presentation to ACPAC at the next meeting. The presentation will report on the status of the IDC (Instructional Design Center) and provide information to allow ACPAC to determine if additional recommendations regarding the IDC should be made.

The action team was disbanded. ACPAC will consider creating a new action team to address additional WebCT/IDC issues after the presentation by Glenn Himes.

Technology Fee Team - Smith, Convener

No report.

McFerron took the opportunity to report that the deans and the Provost's office are discussing means by which the Technology Fee funds will be distributed. The allocation of the funds remains as previously announced--25% for Library electronic databases and software; 40% for technology in classrooms; 25% for special projects; and 10% for software licenses.

E-mail Team - Soni, Convener

No report.

Student Computing Team - B. Joseph, Chair

No report.

New Business:

Banner/registration and the 120 credit mandate

Patrick McCreary requested that this item be on the agenda. McFerron checked with the Registrar who reports that curriculum changes are continuously being made and reflected in the on-line catalogue and registration system as changes are approved. He anticipates no substantial difficulties associated with

the curriculum changes resulting from the 120 credit mandate.

The meeting was adjourned at 5:05 PM.

Next Meeting: February 3, 2003

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

February 3, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of December 9, 2002](#)
 2. Co-Chairs' Report
 - Financial report
 - Educause
 - Student Portal/shortcut
 - Report on CSEL & PDS
 - Security Analyst search
 - Status of new network accounts
 3. Old Business:
 -
 4. Standing Reports:
 - Report from the Provost's Office - Dr. Piwinsky
 - Report from John Benhart (Banner)
 5. Report from the Action Teams:
 - [Student Computing Team](#) - B. Joseph, Chair
 - Software Access Team - Kornfeld, Convener
 - Electronic Portfolio Team - Onyett, Convener
 - Technology Fee Team - Smith, Convener
 - E-mail Team - Soni, Convener
 6. New Business:
 - Presentation by Glenn Himes (IDC)
 7. Other Business:
 -
-

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the February 3, 2003 Meeting.

In attendance: Grieggs, Himes, B. Joseph, Kornfeld, McCreary, McFerron, Mukasa, Onyett, Rodger, Sherburne, Shim, Smith, Yost.

Excused: Anderson, Dadson, Hrabovsky, A. Joseph, Scandrett, Scott, Soni.

Absent: Benhart, Carter, Diaz-Martin, Eck, Giever, Kolb, Pagnucci, Piwinsky.

Proceedings:

The existence of a quorum was questioned. The required 1/3 of the membership was present.

Approval of Minutes from the December 9, 2002 Meeting.

The minutes of the December 9, 2002 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

\$8,000 is available for this fiscal year to be used by ACPAC.

Educause

The co-chairs of ACPAC (McFerron, Yost) attended the Educause Mid-Atlantic Regional Conference held January 15-17, 2003 at the Marriott Waterfront Hotel in Baltimore, Maryland. A short verbal report of the conference was provided to ACPAC and a written summary of the conference is available from the ACPAC website ([Educause Mid-Atlantic Regional Conference](#)). Please address questions or comments about the conference to the co-chairs.

Additional discussion revealed several resources that may be of interest to ACPAC members. Rick McFerron will work with Glenn Himes to make some of those resources available from the ACPAC website.

Patrick McCreary referred to one of the Educause presentations titled "Empowering Faculty to Enhance Classroom Instruction." Discussion resulted in agreement that various campus units (ATS, IDC, PT3,

etc.) have made considerable efforts to provide training to faculty. Training opportunities for faculty will continue to be offered by these units and others using convention and enhanced formats.

Student Portal/shortcut

McFerron provided a demonstration of a pop-up window that will be installed to execute when students access the network. You can see the prototype of this window on your own PC by accessing the "RUN" command from the "Start" menu and typing in this file name: [file:///acad1/myiup\\$/myiup.exe](file:///acad1/myiup$/myiup.exe)

It was suggested that the same links be provided to off campus students via a web page.

Report on CSEL & PDS

For the Fall 2002 semester, 203 Course Section E-mail Lists (CSEL) were requested by instructors.

The Project Directory Service (PDS) showed some activity in 161 course/sections and reflected 82 requests for quota increases for the fall semester.

Security Analyst search

A search is underway for a Senior Security Analyst to serve in a position to assist with network security and implementation of the Information Assurance Guidelines.

Status of new network accounts

New network accounts (ie: IUPMSD accounts) are now available. Students are being guided by the Student Helpdesk and individual College Technology Managers (CTMs) to begin using these accounts. Faculty and Staff should wait to be directed by your CTM to convert to IUPMSD. All users must make the change by August, 2003.

Old Business:

Standing Reports:

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

No report.

Report from John Benhart (Banner)

No report.

Reports from the Action Teams:

Student Computing Team - B. Joseph, Chair

Minutes to the last meeting are posted on the ACPAC website ([minutes](#)). Adam Primi, the graduate student representative to the action and ACPAC, graduated in December. Requests have been made to identify both graduate and undergraduate students representatives to ACPAC. Highlights from the meeting minutes include a report that over 82% of students in the residence halls requested active data ports, a report of various computing misuses in the residence halls, and report on the status of the development of a "safe computing" brochure for students.

Software Access Team - Kornfeld, Convener

This action team is addressing the issue of student access to software. Typical needs are for more specialized, discipline-specific software. A needs assessment is being conducted. Financial support could come from ACPAC funds or the portion of the Technology Fee designated for software. Various ways to increase access for students are being discussed including consideration of library facilities and investigating security systems to increase hours in existing labs by reducing or eliminating student employee monitors.

Electronic Portfolio Team - Onyett, Convener

This action team is scheduled to meet later this month.

Technology Fee Team - Smith, Convener

The plans for the use of the Technology Fee funds for this fiscal year are fully developed. This action team is charged with reviewing and monitoring the use of the Technology Fee and make appropriate recommendations to ACPAC for administration of these funds in the future.

E-mail Team - Soni, Convener

This action team is meeting this Friday.

Patrick McCreary expressed appreciation for the reduction in the volume of personal e-mail messages presumably as a result of the implementation of the server-based spam filter.

New Business:

Presentation by Glenn Himes (IDC)

Glenn Himes gave a presentation about the services offered by the Instruction Design Center (IDC) and associated entities in the library. His power point presentation can be viewed here: [IDC Presentation](#). The objective in making this presentation was to stimulate discussion regarding the role ACPAC should serve in advising the IDC and other technology support units. The follow up discussion will be listed as an old business item for the next ACPAC meeting.

The meeting was adjourned at 5:04 PM.

Next Meeting: March 10, 2003

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

March 10, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of February 3, 2003](#)
2. Co-Chairs' Report
 - Financial report
 - ACPAC representatives to Digital Depositories Committee
 - New member
3. Old Business:
 - Follow up to IDC presentation
4. Standing Reports:
 - Report from John Benhart (Banner)
 - Report from the Provost's Office - Dr. Piwinsky
5. Report from the Action Teams:
 - E-mail Team - Soni, Convener
 - [Student Computing Team](#) - B. Joseph, Chair
 - Software Access Team - Kornfeld, Convener
 - Electronic Portfolio Team - Onyett, Convener
 - Technology Fee Team - Smith, Convener
6. New Business:
 -
7. Other Business:
 -

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 10, 2003 Meeting.

In attendance: Anderson, Diaz-Martin, Grieggs, Himes, Hrabovsky, B. Joseph, Kornfeld, McCreary, McFerron, Onyett, Rodger, Shim.

Excused: A. Joseph, Soni.

Absent: Benhart, Carter, Dadson, Eck, Giever, Kolb, Mukasa, Pagnucci, Piwinsky, Scandrett, Scott, Sherburne, Smith, Tucker, Yost.

Proceedings:

Approval of Minutes from the February 3, 2003 Meeting.

The minutes of the February 3, 2003 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

\$8,000 is available for this fiscal year to be used by ACPAC. AOG is developing a proposal to use a portion of these funds.

ACPAC representatives to Digital Depositories Committee

Dr. Fowler, Dean of IUP Libraries would like faculty members from ACPAC involved in discussions about digital repositories. Patrick McCreary, Portia Diaz-Martin and Paul Kornfeld expressed an interest. ACPAC will ask for a periodic report of these discussions.

New member

A representative from the Graduate Student Assembly, Louis Tucker, has been identified as their ACPAC delegate.

RECAP conference

Information about the RECAP conference being held at West Chester, 15-16 May is available on the

ACPAC website ([RECAP](#)). This is "Resources for the Electronic Classroom: A Faculty-Student Partnership (RECAP 2003)". Dr. Piwinsky would like to sponsor the attendance of ACPAC faculty. Those that are interested should contact Rick McFerron (jrmcferr@iup.edu) via e-mail.

Old Business:

Follow up to IDC presentation

At the last meeting, Glenn Himes provided an overview of the services being offered by the library, IDC, and Media Services. ACPAC discussed the impact of these services. The fact that Glenn Himes is an ACPAC member by virtue of his role of Director of the IDC and Portia Diaz-Martin serves as the Library faculty representative is sufficient formal connection with the IDC. Any pertinent items for discussion regarding the library and the IDC may be brought forward in the future.

Portia Diaz-Martin announced that the Library is now offering a new service: Chat Reference ([link to service](#)). This is an on-line library resource that should be advertised in the public labs. Rick McFerron will circulate this information in the labs and with the helpdesks.

Standing Reports:

Report from John Benhart (Banner)

No report.

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

No report.

Reports from the Action Teams:

E-mail Team - Soni, Convener

No report. After a brief discussion it was determined that the name of the action team should be changed to E-mail List Team to more accurately describe its purpose.

Student Computing Team - B. Joseph, Chair

The minutes of the most recent team meeting have been posted on the ACPAC website ([minutes](#)). During this meeting the implementation of e-mail aliases was discussed. It was recommended that rather than add additional pages to the hardcopy campus directory because of longer listings, that the directory be restricted to listings for employees and university offices. Student information is less constant and the on-line directory (LDAP) may serve as a better resource. Betsy would like feedback from Faculty regarding removal of student listings in the hardcopy campus directory.

In additional discussion, it was suggested that IUP web pages should have links to the Indiana community. The Chamber of Commerce and the Tourist Bureau were suggested along with a map of the Indiana area. McFerron will make this suggestion to the university web master.

Software Access Team - Kornfeld, Convener

This action team met on 24 February and discussed preliminary responses to the Technology Fee Software Survey. The action team will be conducting a survey of existing software on campus that may need upgraded.

Electronic Portfolio Team - Onyett, Convener

The action team's proposal for the electronic portfolio project was distributed and discussed. The proposal is posted on the ACPAC website ([proposal](#)). Onyett reported that the average size of existing portfolios on the COE server is between 20 – 25MB. The students are required to burn CDs of their portfolios at three different times during the process of completing them. Currently the College of Education maintains a repository for portfolios. The following motion was approved:

ACPAC supports the proposal from the Electronic Portfolio Action Team for creation of a service to provide additional network disk space to students for the purpose of housing electronic portfolios. This proposal will be forwarded to TUC for action. (motion: McCreary, second: Grieggs).

Technology Fee Team - Smith, Convener

McFerron reported that there is a Council of Deans meeting on 11 March to discuss the classroom enhancement and special projects portions of the Technology Fee.

New Business:

Testscoring

McFerron read an e-mail message from Sam Puleio reporting on an evaluation of a new test scoring program that is being considered to replace the existing program that runs on VMS. Patrick McCreary is the ACPAC representative to this review committee. He reported that the program meets most criteria and could export both Access and Excel files. The only deficiency is that this new program will not allow multiple-answer questions. Instructors will need to modify test questions to adjust to this situation. The following motion was approved:

ACPAC supports the efforts of the Testscoring Committee and recommends purchase and adoption of the software package reviewed and reported to ACPAC. The committee should proceed with plans to purchase, implement, and test the software and provide documentation, training, and support as necessary. (motion: Onyett, second: Kornfeld).

The meeting was adjourned at 4:49 PM.

Next Meeting: April 7, 2003

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

April 7, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of March 10, 2003](#)
2. Co-Chairs' Report
 - Financial report
 - New network accounts (IUPMSD)
 - Request for use of ACPAC funds:
 - From AOG: [DeepFreeze](#)
 - From IDC: Respondus
3. Old Business:
 - RECAP conference
4. Standing Reports:
 - Report from Digital Repositories group (Diaz-Martin, Kornfeld, McCreary)
 - Report from John Benhart (Banner)
 - Report from the Provost's Office - Dr. Piwinsky
5. Report from the Action Teams:
 - Technology Fee Team - Smith, Convener
 - E-mail Team - Soni, Convener
 - Student Computing Team - B. Joseph, Chair
 - Software Access Team - Kornfeld, Convener
 - Electronic Portfolio Team - Onyett, Convener
6. New Business:
 - Nominating Action Team
 - [Draft e-mail policy](#)
 - Software: Photoshop
7. Other Business:
 -

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the April 7, 2003 Meeting.

In attendance: Dadson, Diaz-Martin, Giever, Grieggs, Himes, A. Joseph, B. Joseph, Kornfeld, McCreary, McFerron, Onyett, Scandrett, Sherburne, Yost.

Excused: Hrabovsky, Smith, Soni.

Absent: Anderson, Benhart, Carter, Eck, Kolb, Mukasa, Pagnucci, Piwinsky, Rodger, Scott, Shim, Tucker.

Proceedings:

Approval of Minutes from the March 10, 2003 Meeting.

The minutes of the March 10, 2003 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

Approximately \$8,000 is available for this fiscal year to be used by ACPAC.

New network accounts (IUPMSD)

All IUP computer users must convert to using the new network account (i.e. IUPMSD) by August, 2003. This change should be proceeding in the colleges under the guidance of the College Technology Managers. The Student Computing Help Desk is assisting all students who contact the helpdesk to make this change.

Request for use of ACPAC funds:

From AOG: [DeepFreeze](#)

McFerron discussed the proposal to purchase DeepFreeze, a software program that maintains the integrity of the desktop on public-use PCs. Site license will cost \$6,580 and would allow installation on all public computers on campus.

From IDC: Respondus

Himes explained that this software is a facilitation tool to be used in conjunction with WebCT to format quizzes and tests using Microsoft software. Campus license for software is approximately \$1,900. If purchased, it would need to be installed on faculty PCs for those who have a need.

After discussion, the following motion was approved:

ACPAC funds should be used to purchase a site license and one year of support/maintenance for the DeepFreeze software and a site license and one year of support/maintenance for the Respondus software, pending review and approval of AOG. Funding for annual maintenance may be requested in subsequent years. (motion: McFerron; second: Onyett).

Old Business:

RECAP conference

Information on the RECAP conference (Westchester, 15-16 May) is available from the ACPAC website. Anyone interested in attending should contact McFerron.

Standing Reports:

Report from Digital Repositories group (Kornfeld, McCreary)

No report--first meeting will be Friday, 11 April 2003.

Report from John Benhart (Banner)

No report.

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

No report.

Reports from the Action Teams:

Technology Fee Team - Smith Convener

No report.

E-mail Team - Soni, Convener

No report.

Student Computing Team - B. Joseph, Chair

No report.

Software Access Team - Kornfeld, Convener

To date there have been 17 responses to the survey. A meeting will be held to discuss the results.

Electronic Portfolio Team - Onyett, Convener

This action team has fulfilled its mission. Upon a motion from Onyett, second Sherburne, the team was disbanded.

New Business:

Nominating Action Team

Scandrett and Sherburne will serve on the Nominating Action Team. A slate of candidates for the Elected Co-chair will be presented for an election to be held at the next meeting.

Draft e-mail policy

McFerron presented a draft E-mail policy ([E-mail policy](#)) that has been discussed by AOG and the Senate Library and Educational Services Committee. The draft policy establishes e-mail as an official means of communication. While ACPAC seems to be in general agreement that a policy such as this should be adopted, it is clear that policy should be further developed. The E-mail Action Team was asked to take on this task. McCreary will join the team to and assist Kornfeld in providing feedback to the team on this specific issue.

Software: Photoshop

Photoshop has been suggested as a replacement for Photoshop Elements in the public labs. ACPAC discussed this issue and asked the Software Access Team to review and make a recommendation.

The meeting was adjourned at 4:59 PM.

Next Meeting: May 5, 2003

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

May 5, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of April 7, 2003](#)
2. Co-Chairs' Report
 - Financial report
 - TUC Feedback
 - ACPAC membership to TUC
 - E-mail list Action Team
 - Student Action Team--Student Portal
 - ACPAC representatives:
 - TUC Electronic Portfolios subcommittee
 - TUC Web-based E-mail Services subcommittee
 - TUC Strategic Wireless Planning subcommittee
3. Old Business:
4. Standing Reports:
 - Report from the Provost's Office - Dr. Piwinsky
 - Report from Digital Repositories group (Kornfeld, McCreary)
 - Report from John Benhart (Banner)
5. Report from the Action Teams:
 - Nominating Team - Sherburne, Convener
 - Software Access Team - Kornfeld, Convener
 - Technology Fee Team - Smith, Convener
 - E-mail Team - Soni, Convener
 - [Student Computing Team](#) - B. Joseph, Chair
6. New Business:
 - Election of Elected Co-chair
 - Future meetings: 7 Jul 03 (provisional), 15 Sep 03, 13 Oct 03, 10 Nov 03, 8 Dec 03, 2 Feb 04, 1 Mar 04, 5 Apr 04, 3 May 04

7. Other Business:

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 5, 2003 Meeting.

In attendance: Benhart, Grieggs, Himes, Kornfeld, McCreary, McFerron, Pagnucci, Piwinsky, Scott, Smith, Soni.

Excused: Anderson, Diaz-Martin, B. Joseph, Hrabovsky, Onyett, Scandrett, Shim, Yost.

Absent: Carter, Dadson, Eck, Giever, A. Joseph, Kolb, Mukasa, Rodger, Sherburne, Tucker.

Proceedings:

Approval of Minutes from the April 7, 2003 Meeting.

The minutes of the April 7, 2003 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

Purchases are pending for the Respondus and Deepfreeze software. This will use all the available funds for this year. It is anticipated that \$30,000 will be available to ACPAC in the next fiscal year.

TUC Feedback

ACPAC membership to TUC

Current ACPAC representatives to TUC are listed as John Butzow, Brenda Carter, Rick McFerron, Ramesh Soni, and Jim Wolfe. McFerron and Soni are ACPAC members--the others are not. ACPAC determined that representatives to TUC should be the following:

Nick Kolb
Lloyd Onyett
Rick McFerron
Ramesh Soni
Jim Wolfe

Jim Wolfe will be encouraged to become an ACPAC member or at least participate in

ACPAC meetings in order to report on TUC activities.

E-mail list Action Team

There are several e-mail related items that have been discussed at TUC and should be explored by the ACPAC E-mail Action Team. These include: the draft e-mail use guidelines, additional requests for automated e-mail lists, the draft e-mail policy (e-mail as official communications), and proposals for changes to employee e-mail lists.

Student Action Team--Student Portal

TUC has requested that ACPAC discuss and develop a proposal for a student portal. The effort should determine the needs associated with this possible service. ACPAC agreed that the Student Action Team should begin discussion of this issue.

ACPAC representatives:

- **TUC Electronic Portfolios subcommittee**
- **TUC Web-based E-mail Services subcommittee**
- **TUC Strategic Wireless Planning subcommittee**

ACPAC representatives are required for the above TUC subcommittees. The following individuals were appointed: Nancy Yost (Electronic Portfolios), Patrick McCreary (Web-based E-mail Services), Patrick McCreary, Lloyd Onyett (Strategic Wireless Planning).

Old Business:

Standing Reports:

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

Plans for the use of the Technology Fee were submitted to the State System in the Fall and approved by the Board of Governors. Our plan indicated that Special Needs projects would be identified in a process involving broad university participation. One stipulation in the BOG's approval was that the specific projects in the special needs category be submitted to the Chancellor for final approval. These have been sent to the System Office and are currently under review. As soon as approval is received, funds will be distributed to special Banner FOAPALs to facilitate special projects expenditures. The ESF Committee has agreed to consider the use of limited funds to support the Technology Fee project costs that are not permitted under the guidelines of the Technology Fee (labor for electrical connections, construction of instructor's workstations, etc.).

Report from Digital Repositories group (Kornfeld, McCreary)

Two meetings of the Digital Repositories committee have been held. The committee is in the process of developing plans to implement a limited project to test the concept of the digital repository. Kornfeld and McCreary provided further elaboration on the efforts of the committee thus far. The issues center

around content to be delivered via the repository and the technology with which to support it. Those interested in providing input to the discussion should contact Kornfeld or McCreary.

Report from John Benhart (Banner)

No report from Benhart. Dr. Piwinsky provide an update on the state system SAP project in regard to payroll. The university payroll systems will be supported by the SAP project beginning this summer. Details regarding the on-line submission of student times are forthcoming.

Reports from the Action Teams:

Nominating Team - Sherburne, Convener

This action team submitted Nancy Yost as a nominee for Elected Co-chair. The action team was disbanded.

Software Access Team - Kornfeld, Convener

It was not possible to schedule an action team meeting this spring. A fall meeting will be held to discuss the results of a survey conducted.

Technology Fee Team - Smith Convener

Smith reported on the activities associated with the review of Special Projects applications. ACPAC agreed that this action team should be disbanded. As necessary, a new action team will be created to address Technology Fee issues next spring.

E-mail Team - Soni, Convener

Soni reported that a meeting of this action team has been scheduled. As mentioned above, several issues related to e-mail need to be reviewed. Soni has been serving on the TUC subcommittee to develop implementation plans for E-mail aliases. E-mail aliases for students and employees should be available for the fall semester. Users will continue to use their username to authenticate for computing services, but may take advantage of the more descriptive E-mail Alias as an e-mail address. Information will be made available to the university community when this feature is available. It is likely that the hardcopy student directory will not be printed in the future, but will be available for the next academic year. The general effort will be to reduce visibility of individual usernames and increase the use of e-mail aliases.

There was further discussion about e-mail distribution lists. It is expected that the action team will bring forward recommendations about employee e-mail lists and automated e-mail lists. Other pending items are the draft e-mail usage guidelines and the e-mail policy addressing the official nature of e-mail communications.

Student Computing Team - B. Joseph, Chair

The minutes of the Student Computing Action Team were accepted as the report.

New Business:

Election of Elected Co-chair

Nancy Yost was re-elected as Co-chair by a vote of 11 to 0. She will serve one year.

Future meetings: 7 Jul 03 (provisional), 15 Sep 03, 13 Oct 03, 10 Nov 03, 8 Dec 03, 2 Feb 04, 1 Mar 04, 5 Apr 04, 3 May 04

ACPAC meetings will be scheduled as listed. The July meeting will only be held if urgent and important business must be conducted. An e-mail announcement will be sent at the end of June regarding this provisional meeting.

Other Business:

Piwinsky provide information about state system efforts to procure system-wide discounts for Macromedia and Adobe software products. Any departments contemplating software purchases should check the status of these efforts with ATS before purchasing.

The meeting was adjourned at 4:54 PM.

Next Meeting: July 7, 2003 (provisional)

Next Regular Meeting: September 15, 2003

Prepared by Rick McFerron.



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.

Members of ACPAC

Dr. Yaw A. Asamoah	yaw.asamoah	x7-2226	Dean, Humanities & Social Sciences	Dean
Mr. Bill Balint	william.balint	x7-7854	CIO	IT Services
Dr. Janet Blood	janet.blood	x7-2336	Human Dev. & Environ. Studies Dept.	HHS Faculty
Dr. Holly Branthoover	holly.branthoover	x7-2306	Counseling Dept.	Monroeville Faculty
Dr. Dolores Brzycki	dolores.brzycki	x7-2088	Health and Human Services	Assistant Dean
Dr. Beverly Chiarulli	beverly.chiarulli	x7-5659	Anthropology Dept.	Senate Faculty
Mr. Ben Dadson	bdadson	x7-7829	College Technology Manager, HSS	CTM
Dr. Ed Donley	edward.donley	x7-3792	Mathematics Dept.	NSM Faculty
Dr. Dennis M. Giever	dgiever	x7-2720	Criminology Dept.	Graduate Faculty
Mr. Andrew Gillham	andrew.gillham	x7-2532	Art Dept.	FA Faculty
Mr. Jason Gruber	j.h.gruber	x7-2743	Graduate Student	Graduate Student
Ms. Joann Janosko	joann.janosko	x7-6106	Library	Library Faculty
Mr. Richard Kemp	rkemp	x7-2965	Theater Dept.	FA Faculty
Dr. Paul Kornfeld	kornfeld	x7-3204	Communications Media Dept.	EDUC Faculty
Dr. Michele McCoy	michele.mccoy	x7-4411	Journalism Dept.	HSS Faculty
Mr. Patrick McDevitt	patrick.mcdevitt	x7-7612	Student Affairs	SA representative
Dr. Nathan McElroy	nathan.mcelroy	x7-4829	Chemistry Dept.	NSM Faculty
Mr. Rick McFerron (Administrative Co-Chair)	jr.mcferron	x7-5769	IT Administration	IT Services
Ms. Therese O'Neil	therese.oneil	x7-1328	Computer Science Dept.	Punxsutawney Faculty
Mr. Lloyd Onyett	lonyett	x7-1409	College Technology Manager, EDUC	CTM
Dr. Gian Pagnucci	pagnucci	x7-4788	English Dept.	HSS Faculty
Dr. Pankaj Pankaj	pankaj.pankaj	x7-2601	MIS & Decision Sciences Dept.	ECOB Faculty
Mr. Mark Reed	m.j.reed4		Computer Science major	Undergraduate Student
Dr. Kenneth Sherwood	kenneth.sherwood	x7-2606	English Dept.	At-large Faculty
Dr. J. B. Smith (Elected Co-Chair)	jbsmith	x7-2475	Health & Physical Education Dept.	HHS Faculty
Mr. Todd VanWieren	todd.vanwieren	x7-4067	Advising & Testing	Student Affairs Faculty
Dr. Dawn E. Woodland	dawn.woodland	x7-3003	Technology Support and Training Dept.	ECOB Faculty
Mr. Dan Yuhas	daniel.j.yuhas	x7-2568	Coordinator, IRT	At-large, IT Services
Dr. Nancy Yost	nancy.yost	x7-5678	Special Ed & Clinical Services Dept.	EDUC Faculty
				Northpointe Faculty

TUC E-mail Lists Subcommittee Meeting Notes - 1-OCT-2002

1) Automated Lists: The course section e-mail list service was deployed on schedule and has been well received. To date, 162 lists have been created. No definitive information was provided for additional lists. The subcommittee requests that ACPAC review and prioritize additional desired lists. Brad Smith and Ramesh Soni will present this request to Rick McFerron. In discussing the automated lists issue, remember the following: The list must be data driven; In requesting a list, one must define the characteristics of the list including who may post to the list. It was noted that Jim Wolfe raised the question of lists by major at the last TUC meeting.

2) Acceptable Standards for E-mail Use: A draft document was reviewed and revised by the subcommittee. After the meeting, Judy received additional feedback from other officers in the Human Resources office about her original draft. Yesterday, she provided me with a revised document. The primary change is revised language in the "Use of University facilities, equipment and services" section. Her changes and the changes requested by the subcommittee are all included in a new draft (draft 1.1) that is available at <http://www.iup.edu/tsc/utilities/tuc-email-usage-guidelines-draft1-1.shtm>

Subcommittee members are asked to review this document with their constituents (ACPAC, AOG, ACOC) prior to the next subcommittee meeting. Goal is to submit a document to TUC for approval as soon as practical.

3) Authenticated SMTP: The subcommittee reviewed a report about implementing authenticated SMTP at IUP. Implementing this service would ensure an audit trail back to an IUP account for any attempted spoofing; in doing so it would also serve as a deterrent to future spoofing. Authenticated SMTP adds to the viable options available for restricting list access and investigating reports of e-mail abuse.

A revised version of the document is now available at <http://www.iup.edu/tsc/utilities/tuc-smtp-authentication.shtm>

Revisions were minor additions to try to add a few more details (like a definition of SMTP and the addition of a line stating that clients will need to be reconfigured). A new paragraph was also added to the last section to address ISP's that block port 25 traffic.

Subcommittee members are asked to review this document with their constituents (ACPAC, AOG, ACOC) prior to the next subcommittee meeting. If acceptable, we will move to have TUC approve an implementation date at their November meeting.

4) IA is willing to provide regular updates to employees highlighting the campus bulletins and insider web resources.

5) H/R is still considering possible changes to the current employee list categories. Any changes must be

data driven. We will define a new naming convention for the list replacements, but there will still be a common, unique prefix.

6) The following list posting restriction levels are available:

Moderated

Designated Posters

Members-only

Members-only plus designated posters

Anyone

The current employee lists are "anyone".

7) The subcommittee suggests the following steps for the employee mailing lists:

a) finalize the acceptable standards document. Publish same on a regular basis to IUP e-mail users. In doing so, ask management to define procedures for those that do not follow the standards.

b) eliminate the current univ-emp-* lists and replace them with a new set of lists (to be defined per 5) above that will be defined with posting restricted to list members plus any IUP employee.

The next subcommittee meeting will be Tue 10/29, 1:15 - 3:15 in G-17 Stright.

From: "Samuel Puleio" <spuleio@iup.edu>
To: "tech-utilities@iup.edu" <tech-utilities@listserv.iup.edu>
Cc: "Bill Creighton" <creighn@iup.edu>
Sent: Wednesday, September 25, 2002 4:28 PM
Subject: transition of long distance service, phase 1

TUC,

IUP long distance services are currently provided via the Commonwealth of Pennsylvania with a service known as PA-Net. The PA-Net service is being eliminated at the end of this calendar year and IUP must now begin to move our long distance service to another provider. This movement will be done in two phases.

Phase One involves behind the scenes changes to the configuration of each IUP telephone line. Phase One will begin in early October. This phase will not result in changes to current long distance dialing procedures or rates. However, the Phase One configuration change will permit phone lines that are currently restricted to "8" for all long distance calls to use "9 1" to make a long distance call; the "9 1" calls incur higher per minute rates.

Phase Two will involve additional changes to each line to use the new long distance provider, along with some associated dialing instruction changes. Phase Two will be reviewed with TUC in November then announced to all IUP employees in December, pending the completion of an rfp-related, in-progress contract process with a long distance provider. The Phase Two announcement will include new long-distance dialing instructions and information about the revised rates.

TUC please note that we will begin Phase One on 7-OCT-2002. Please let me know if you have any questions or concerns about this matter.

In summary, let me repeat that Phase One does not involve any changes to procedures for telephone users. However, during the transition to the new long distance provider telephone users that dial "9 1" for long distance calls that were previously dialed with "8" will incur a higher per minute rate for the call. Note that the TSC must submit orders to the telephone companies to make these changes, which can be a challenge from a scheduling perspective because the completion of the orders is beyond our control. As such, in order to complete Phase Two in December (before the end of PA-Net), we must start Phase One in

October.