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 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

Indiana University of Pennsylvania

ACPAC

September 8, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

- [Approval of the Minutes of May 3, 2004](#)
- Co-Chairs' Report
  - Financial report
  - Membership--welcome new members
  - New Services/updates
- Old Business:
  - Wireless
  - Technology Fee Report
- Standing Reports:
  - Report from Digital Repositories group
  - Report from Student Computing Subcommittee
  - Report from the Provost's Office
  - Report from Funds Review Subcommittee
- Reports from the Action Teams:
  - Vision Team -- Himes, Convener
  - University Website Team -- Pagnucci, Convener
  - E-mail Team -- Soni, Convener
  - Evaluation Team -- Joseph, Convener
  - [Student Portal Team](#) -- McFerron, Chair
  - Testscoring Team -- Soni, Convener
- New Business:
  - ACPAC liason to ACOC
  - ACOC security newsletter
  - Policy review
  - Blackboard/WebCT/SSHE
- Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the September 8, 2004 Meeting.

In attendance: Asamoah, Dadson, Donley, Grieggs, Himes, Kornfeld, McCreary, McFerron, Onyett, Pagnucci, Scandrett, Scott, Smith, Soni, Wibowo.

Excused: Anderson, Diaz-Martin, Giever, Hrabovsky, Miller, Piwinsky, Wolfe, Zuzack,

Absent: Benhart, Eck, Kolb, Mukasa, Yost.

Guest: Dave Pistole for Jim Wolfe.

Proceedings:

Approval of Minutes from the May 3, 2004 Meeting.

The minutes of the May 3, 2004 meeting were approved as posted on the ACPAC website and circulated via e-mail.

Co-Chairs' Report:

Financial Report

McFerron provided this report:

> Once all budgets are posted and rollovers are performed, there should be $60,910 in ACPAC funds available. We have the remainder of the commitment to fund software for AOG of $6,078. This leaves $54,832 available for use by ACPAC for this fiscal year.

Membership--welcome new members

Chistine Zuzack is replacing Betsy Joseph as the Student Affairs representative, but was unable to attend the meeting. Jim Wolfe is replacing Shim as the NS&M representative. Jim sent Dave Pistole to represent him at this meeting. Current vacancies are a HHS representative to replace Tony Joseph, and a GSA representative to replace Troyer.

McFerron called attention to the ACPAC Constitution and By-laws (By-laws) to reinforce the representative nature of the ACPAC membership. Virtually all ACPAC members have a responsibility

to represent a specific constituency.

New Services/updates

McFerron provided information on the following new services that will be reported to all faculty in a forthcoming e-mail message: Endnote/Writenote bibliographic management software; Turnitin anti-plagiarism service; site license for Mathematica software; site license for ESRI GIS software (i.e. ArcGIS); additional network disk space for students to support e-portfolio development; upgrade to Office 2003 in the public labs; and an increase in Internet bandwidth to 42Mb at a cost savings to the university. Additional information to be provided to all faculty addresses the Course/Section E-mail List service, the Project Directory Service, and a link to information about Technology Fee projects (techfee).

Old Business:

Wireless

Item addressed under Report from Student Computing Subcommittee.

Technology Fee Report

It is expected that approval for distribution of the 04-05 Technology Fee funds will be received from the state office in October. Regarding past projects, approximately 40 classrooms have been enhanced with multimedia equipment. An additional 40 classrooms were scheduled to be available by the beginning of the fall semester, but the installations have been delayed.

Standing Reports:

Report from Digital Repositories group

Glenn Himes reported that the group did not meet over the summer. Rena Fowler is putting together a group to oversee continuation of project. As long as it is pertinent, this report will be included as an agenda item.

Report from Student Computing Subcommittee

Chris Zuzack submitted a report to Rick McFerron with the results of the Technology Survey from Spring 2004. The survey was distributed at the meeting and the results were briefly discussed with a focus on the question related to wireless access. Based on the results of this survey, Gian Pagnucci moved that ACPAC establish an Action Team to explore the feasibility of additional wireless access points and to prioritize a list of suggested sites. ACPAC can provide this recommendation to TUC for implementation consideration. Lloyd Onyett seconded the motion, motion approved. Patrick McCreary agreed to be the convener with Lloyd Onyett, Patricia Scott and Paul Grieggs comprising the action team.

Report from the Provost's Office

No report.

Report from Funds Review Subcommittee

The subcommittee submitted a recommendation to ACPAC in the form of a draft call for proposals. After discussion it was agreed that faculty from the Library, Student Affairs, branch campuses, etc. (University Services) should be included in the distribution. Therefore the amount of distribution will be reduced to $7,000. The name of the fund was modified to become: The ACPAC Technological Exploration and Innovation Fund. Patrick McCreary moved and Glenn Himes seconded a motion to approve the changes to the fund name and the amount of the distribution. Motion approved. McFerron will make revisions to the document for the subcommittee to review and send the final document to ACPAC via e-mail. At that point, ACPAC college representatives should transmit the information to college deans and technology committees.

Reports from the Action Teams:

Vision Team--Himes, Convener

Report deferred to next meeting.

University Website Team -- Pagnucci, Convener

There was not sufficient time to provide a report at the meeting, but a written document has been posted on the ACPAC website: Website report.

E-mail Team - Soni, Convener

Report deferred to next meeting.

Evaluation Team -- Joseph, Convener

Report deferred to next meeting. Since Joseph is no longer a member of ACPAC, other team members are asked to report from this action team.

Student Portal Team -- McFerron, Chair

Report deferred to next meeting.

Testscoring Team -- Soni, Convener

Report deferred to next meeting.

New Business:

ACOC liaison to ACOC

There was not sufficient time to address this item at the meeting, but McFerron sent information to ACPAC via e-mail requesting an ACPAC member to serve in this position.

ACOC security newsletter

There was not sufficient time to address this item at the meeting, but McFerron provided a summary of this issue via e-mail.

Policy review

This item will be discussed at the next meeting. The policy under review is posted on the ACPAC website: Policy to review

Blackboard/WebCT/SSHE

A report on this issue will be provided by Himes at the next meeting.

The meeting was adjourned at 5:00 PM.

Next Meeting: October 6, 2004

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

October 6, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

- [Approval of the Minutes of September 8, 2004](#)
- Co-Chairs' Report
  - Financial report
  - Membership--welcome new members
  - New Services/updates
- Old Business:
  - ACPAC liaison to ACOC
  - ACOC security newsletter
  - Review [Directory Data Service Usage Policy](#)
- Standing Reports:
  - Report from Funds Review Subcommittee
  - Report form Digital Repositories group
  - Report from Student Computing Subcommittee
  - Report from the Provost's Office
- Reports from the Action Teams:
  - Wireless Access Team -- McCreary, Convener
  - Testscoring Team -- Soni, Convener
  - Vision Team -- Himes, Convener
  - [University Website Team](#) -- Pagnucci, Convener
  - E-mail Team -- Soni, Convener
  - Evaluation Team -- Yost reporting
  - [Student Portal Team](#) -- McFerron, Chair
- New Business:
  - Blackboard/WebCT/SSHE--Himes reporting
  - Notes from TUC meeting--McFerron reporting
- Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the October 6, 2004 Meeting.

In attendance: Anderson, Benhart, Diaz-Martin, Donley, Giever, Grieggs, Kornfeld, McCreary, McFerron, Miller, Nolan. Onyett, Piwinsky, Rubenstein, Soni, Wolfe, Wibowo.

Excused: Dadson, Hrabovsky, Smith, Zuzack.

Absent: Asamoah, Eck, Himes, Kolb, Pagnucci, Scandrett, Scott.

Guest: Yost.

Proceedings:

Approval of Minutes from the September 8, 2004 Meeting.

The minutes of the September 8, 2004 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

McFerron provided this report:

> Banner lists 03-04 balance as $30,002.50. 04-05 balance is $30,007.50. Outstanding commitment to AOG is $6,078. An expected balance of $53,932 remains. Once funds of $7,000 are distributed to 7 units, $4,932 will remain.

Membership--welcome new members

Dr. Joseph Nolan will be serving as the faculty representative from the College of Education and Educational Technology (replacing Nancy Yost). Dr. Eric Rubenstein is the Senate representative replacing Stanford Mukusa. Jim Wolfe was recognized.

There is still a vacancy in the graduate student representative and the second faculty representative from the College of Health and Human Services.

New Services/updates

McFerron reported that preliminary approval for Techology Fee projects have been granted by the system office. Multimedia classroom installations should begin soon.

Old Business:

ACPAC liaison to ACOC

Jim Wolfe volunteered to represent ACPAC on the ACOC Student Computing group pending determination that the meeting schedule does not conflict with his class schedule.

ACOC security newsletter

ACPAC endorsed the creation of a security newsletter that will be published by ATS based upon information provided by ACOC.

Review Directory Data Service Usage Policy

After discussion and review of the draft policy, ACPAC passed the following motion:

> *ACPAC endorses the draft Directory Data Service Usage Policy with the following change recommended for the definitions section:*
>
> > *Directory Data Service: Internet-based electronic directory service at search.people.iup.edu or ldap.iup.edu that permits easy searches to identify name, address, phone, and e-mail address information for IUP faculty, staff, and students that have elected to not exclude their information from public view. (motion: Giever; second: Nolan).*

Standing Reports:

Report from Funds Review Subcommittee

McFerron reported that proposals for the use of the ACPAC Technological Exploration and Innovation Fund are due 1 Nov 04.

Report from Digital Repositories group

No report.

Report from Student Computing Subcommittee

No report.

Report from the Provost's Office

Piwinsky reported on the progress of the University web page review. A steering committee will be created that will define the membership and the charge to three work groups. The work groups will address: General design and structure, repositories and directories, and the exhibit area. Anyone interested in being involved with this effort should contact Mark Piwinsky or Rick McFerron. Lloyd Onyett and Paul Kornfeld expressed an interest.

Reports from the Action Teams:

Wireless Access Team -- McCreary, Convener

McCreary reported that this action team will be convened soon. He will be surveying the students in his classes regarding their interest in wireless access. He suggested that questions could address broader issues. If you have any suggestions for questions for students, please contact Patrick McCreary (gpatrick@iup.edu).

Testscoring Team -- Soni, Convener

No report.

Vision Team--Himes, Convener

No report.

University Website Team -- Pagnucci, Convener

Given the activities of the web committees discussed above, the charge to this action team has been completed. This action team is disbanded.

E-mail Team - Soni, Convener

ACPAC discussed the draft statement designating e-mail as an official means of communication. The action team was asked to continue to work on this document and bring it forward at the next meeting. Any comments or suggestions should be forwarded to Ramesh Soni (rgsoni@iup.edu).

Evaluation Team -- Joseph, Convener

Nancy Yost provided a report on behalf of this team. A final written report will be provided to ACPAC for distribution. Yost reported that the following acquisitions were made with ACPAC funds: Deep Freeze software--used in the computer labs; Respondus--used by faculty members in conjunction with WebCT. This action team is disbanded.

Student Portal Team -- McFerron, Chair

McFerron provided the following proposal from the action team:

> The ACPAC Student Portal Action Team recommends that ACPAC request that the TUC (Technology Utilities Council) create a project to explore the feasibility of acquiring and implementing a portal for the university. This project should take into consideration the current or expected state of the university website, the capabilities of Banner/URSA, the existing network services, the various computing accounts issued to students and employees, and the functional advantages afforded by the implementation of a portal. While this action team was able to explore many of these issues and to review the functionality of several commercial products, it was unable to address the larger issue of how a portal may affect the operation of the university. Therefore, it is strongly recommended that the exploration of the portal concept involve decision makers that are in positions to determine the suitability of a portal for this institution. Likewise, the budgetary issues regarding the acquisition of a university portal must be considered. In its defined role, TUC is in a good position to address the issues surrounding the evaluation of a portal.

This proposal was accepted by ACPAC. The action team is disbanded.

New Business:

Blackboard/WebCT/SSHE -- Himes reporting

No report.

Notes from TUC meeting -- McFerron reporting

McFerron reported on the TUC meeting held on 22 Sep 04. Completed projects include: PDS changes, Electronic portfolio/student disk space increases, Internet upgrade to 42 Mb, and preliminary spam research.

Projects in progress include: ATS/AOG backup services, and additional employee e-mail lists.

Pending projects include: wireless access to general spaces (waiting for ACPAC recommendations), new automated e-mail lists (waiting for ACPAC recommendations), and web-based e-mail client review.

TUC accepted the elimination of the news.iup.edu usenet service. The preliminary spam research report was discussed and additional anti-spam measures that do not involve content filtering will be taken.

The following policies are in process or under review: Gramm-Leach-Bliley Act compliance (ACOC), Directory Data Service Usage Policy (see ACPAC action above), Acceptable Use Policy (under review), and Privacy Expectations (under development).

The meeting was adjourned at 4:47 PM.

Next Meeting: **November 3, 2004**

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

November 3, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

- [Approval of the Minutes of October 6, 2004](#)
- Co-Chairs' Report
  - Financial report
  - New Services/updates
- Old Business:
  - Blackboard/WebCT/SSHE--Himes reporting
- Standing Reports:
  - Report from ACOC (Banner) - Wolfe reporting
  - Report from the Provost's Office
  - Report from Funds Review Subcommittee
  - Report form Digital Repositories group
  - Report from Student Computing Subcommittee
- Reports from the Action Teams:
  - E-mail Team -- Soni, Convener
  - Wireless Access Team -- McCreary, Convener
  - Testscoring Team -- Soni, Convener
  - Vision Team -- Himes, Convener
- New Business:
  - P: drive issues
- Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the November 3, 2004 Meeting.

In attendance: Asamoah, Donley, Grieggs, Himes, Kornfeld, McFerron, Nolan, Piwinsky, Rubenstein, Scott, Smith, Wolfe.

Excused: Anderson, Dadson, Hrabovsky, McCreary, Onyett, Scandrett, Zuzack.

Absent: Benhart, Diaz-Martin, Eck, Giever, Kolb, Miller, Pagnucci, Soni, Wibowo.

Proceedings:

Approval of Minutes from the October 6, 2004 Meeting.

The minutes of the October 6, 2004 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

McFerron provided this report:

> Banner lists 03-04 balance as $30,002.50. 04-05 balance is $30,007.50. Outstanding commitment to AOG is $6,078. A balance of $53,932 is available for distribution.

Membership--welcome new members

Dr. Andrew Shim will be serving as the second faculty representative from the College of Health and Human Services.

There is still a vacancy in the graduate student representative.

New Services/updates

McFerron reported that the TUC is forming a work group to implement SPF (Sender Permitted From) which may help in reducing SPAM.

Old Business:

Blackboard/WebCT/SSHE -- Himes reporting

A meeting is scheduled for 10 Nov 04 to discuss this issue. The SSHE has implemented a system-wide application of Blackboard, an alternative course management system to WebCT. Although IUP and several other SSHE institutions continue to use predominately WebCT, SSHE intentions must be considered in the future.

Standing Reports:

Report from ACOC (Banner) -Wolfe reporting

Wolfe reported that new versions of Banner are scheduled for implementation. Most dramatically, by May, access to the system will be entirely web-based. There are some considerations for security when the Banner client will no longer be used. Graduate and International student applications are now on-line. Wolfe reported that some reporting requirements regarding student status have been mandated by the Department of Education. In the future, faculty comments and concerns regarding Banner/URSA will be solicited. It is important to provide input regarding the view that faculty and other academic users use to see the Banner system. Wolfe was able to offer an observation about the display of the enrollment list and a favorable change was made quickly.

Report from the Provost's Office

No report.

Report from Funds Review Subcommittee

McFerron reported that proposals have been submitted for the use of the ACPAC Technological Exploration and Innovation Fund. Copies of the proposals will be circulated to the subcommittee, reviewed, and awards made by the end of November.

Report from Digital Repositories group

A server has been purchased to support a pilot digital repository project. A meeting of the steering committee has been scheduled.

Report from Student Computing Subcommittee

No report.

Reports from the Action Teams:

E-mail Team -- Soni, Convener

No report.

Wireless Access Team -- McCreary, Convener

No report.

Testscoring Team -- Soni, Convener

No report.

Vision Team--Himes, Convener

No report.

New Business:

P: drive issues

Kornfeld raised issues regarding the Project Directory Service (P: drive). It was agreed an action team should be formed to gather any suggested changes to the service that can then be forwarded to the TUC for consideration. The team consists of Onyett, Kornfeld, and Grieggs. Onyett will convene the team. ACPAC members are encouraged to send any comments regarding the PDS to Lloyd Onyett (lonyett@iup.edu) for consideration. Any proposed changes to the PDS should be considered at this time.

The meeting was adjourned at 4:25 PM.

Next Meeting: December 1, 2004

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

December 1, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

- [Approval of the Minutes of November 3, 2004](#)
- Co-Chairs' Report
    - Financial report
    - New Services/updates
- Old Business:
    -
- Standing Reports:
    - Report from Student Computing Subcommittee
    - Report from ACOC (Banner) - Wolfe reporting
    - Report from the Provost's Office
    - Report from Funds Review Subcommittee
    - Report form Digital Repositories group
- Reports from the Action Teams:
    - PDS Team -- Onyett, Convener
    - Vision Team -- Himes, Convener
    - E-mail Team -- Soni, Convener
    - Wireless Access Team -- McCreary, Convener
    - Testscoring Team -- Soni, Convener
- New Business:
    -
- Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the December 1, 2004 Meeting.

In attendance: Anderson, Benhart, Donley, Giever, Grieggs, Kornfeld, McCreary, McFerron, Nolan, Onyett, Pagnucci, Piwinsky, Scandrett, Shim, Wolfe.

Excused: Dadson, Smith, Soni, Wibowo, Zuzack.

Absent: Asamoah, Diaz-Martin, Eck, Himes, Hrabovsky, Kolb, Miller, Rubenstein, Scott.

Proceedings:

Approval of Minutes from the November 3, 2004 Meeting.

The minutes of the November 3, 2004 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

McFerron provided this report:

> Banner lists 03-04 balance as $30,002.50. 04-05 balance is $30,007.50. Outstanding commitment to AOG is $6,078. A balance of $53,932 is available for distribution.

Membership

Andrew Shim, faculty representative for HHS was introduced. Membership of ACPAC stands at 29, the one vacancy is a graduate student representative.

New Services/updates

McFerron suggested that the Provost's office would support the travel of any ACPAC faculty member to the Educause conference in Baltimore, 12-14 Jan 05. Those interested should contact McFerron before 13 Dec 04.

Old Business:

Standing Reports:

Report from Student Computing Subcommittee

No report.

Report from ACOC (Banner) -Wolfe reporting

Banner 7.0 testing will begin in May 2005. It is expected to go live in September 2005. There has been no announcement of training.

Report from the Provost's Office

Piwinsky reported that Technology Fee special university priorities projects that total $186,000 have been submitted to the Board of Governors for approval.

Report from Funds Review Subcommittee

McFerron reported that the subcommittee reviewed and validated all the proposals submitted by the colleges. Total amount awarded is $36,816.94. Funds will be distributed after the beginning of the calendar year when rollovers have been completed. There are some funds available that can be transferred now if needed by the project. ACPAC members should consult with the college and make the request to McFerron if the funds are needed. The subcommittee will meet and forward a recommendation to ACPAC regarding the remainder of the funds.

Report from Digital Repositories group

Piwinsky reported that hardware and software were acquired to provide a test site for the CONTENTdm system. DSpace is being investigated as well. Two pilot projects underway are access to art slides and on-line music resources. Additional suggestions for pilot projects are requested from the colleges.

Reports from the Action Teams:

PDS Team -- Onyett, Convener

Onyett distributed a report containing preliminary recommendations of changes to the Project Directory Service. The team will be meeting to discuss any other changes and will bring forward a formal recommendation to ACPAC.

Vision Team -- Himes, Convener

No report. A meeting has been set for 9 Dec 04.

E-mail Team -- Soni, Convener

No report.

Wireless Access Team -- McCreary, Convener

No report.

Testscoring Team -- Soni, Convener

No report.

New Business:

Student Password Resets

Onyett brought forward concerns about providing password reset services to students. Students cannot request a password change after 6 PM Monday through Friday and on the weekends. After discussion the following motion was approved:

> *ACPAC recommends that the TUC investigate the need to provide additional password reset services for students. (motion: Benhart; second: Pagnucci).*

ACPAC also discussed tools that would synchronize the passwords for the various computer accounts.

The meeting was adjourned at 4:30 PM.

Next Meeting: February 2, 2005

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

February 2, 2005 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

- [Approval of the Minutes of December 1, 2004](#)
- Co-Chairs' Report
  - Financial report
  - New member
- Old Business:
  - Faculty PCs
  - Technology Fee
  - Policies
  - E-mail lists
- Standing Reports:
  - Report from Digital Repositories group
  - Report from [Student Computing Subcommittee](#)
  - Report from ACOC (Banner) - Wolfe reporting
  - Report from the Provost's Office
  - Report from Funds Review Subcommittee
- Reports from the Action Teams:
  - Testscoring Team -- Soni, Convener
  - PDS Team -- Onyett, Convener
  - Vision Team -- Himes, Convener
  - E-mail Team -- Soni, Convener
  - Wireless Access Team -- McCreary, Convener
- New Business:
  - Turnitin
- Other Business:

Created and maintained by J. R. McFerron

IUP

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the February 2, 2005 Meeting.

In attendance: Anderson, Asamoah, Capps, Dadson, Donley, Giever, Grieggs, Himes, Kornfeld, Janosko, McCreary, McFerron, Nolan, Onyett, Piwinsky, Scott, Shim, Smith, Soni, Wolfe, Zuzack.

Excused: Benhart, Hrabovsky, Scandrett, Wibowo.

Absent: Eck, Kolb, Miller, Pagnucci, Rubenstein.

Proceedings:

Approval of Minutes from the December 1, 2004 Meeting.

The minutes of the December 1, 2004 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

McFerron provided this report:

> Balance reported by Banner is $46,753.36. There is an outstanding commitment to AOG for $3,075.10. The amount of $26,553.70 remains to be distributed to awardees of the ACPAC Technological Exploration and Innovation Fund. The ACPAC funds have an anticipated balance of $17,124.56.

New Member

Joann Janosko was introduced as a new ACPAC member representing the library.

Carol Capps, a guest of Joe Nolan, was introduced. The following motion was approved:

> *Carol Capps is accepted as an ACPAC member representing graduate students. (motion: McFerron; 2nd: Nolan).*

Old Business:

Faculty PCs

McFerron reported that the funds for faculty PC replacement have been distributed to the colleges. Each faculty position has a designation in the 3-year replacement cycle and faculty in each college are seeing their second computer purchased through this plan. The allotment for this year is $760 per PC.

Technology Fee

McFerron will meet with the Council of Deans in March to discuss plans for the 05-06 Technology Fee funding. Installation of classroom multimedia equipment is progressing steadily with approximately 60 rooms complete.

Policies

The Gramm-Leach-Bliley guidelines and the draft Acceptable Use Policy are being reviewed by the President's cabinet. TUC has reviewed the draft Electronic Information Privacy Policy and approved it for review by legal counsel. By the next ACPAC meeting, these policies should be available for ACPAC review.

E-mail lists

The new employee e-mail lists recommended by ACPAC have been approved by TUC and forwarded for review by the President's cabinet.

Standing Reports:

Report from the Digital Repositories group

No report.

Report from Student Computing Subcommittee

Zuzack summarized the report from the Student Computing Subcommittee (report). The subcommittee recommends that student e-mail disk space be increased from 20 MB to 50 MB. Grieggs will bring this request to TUC. It was also suggested that there be more training for student use of e-mail. The subcommittee recommended that a single sign-on be investigated. The subcommittee suggested exploring the possibility of funding student internships to support hardware services for students.

The following motion was passed:

> *ACPAC recommends that TUC investigate the possibility of a single sign-on for technology services.*

Report from ACOC (Banner) -Wolfe reporting

No report.

Report from the Provost's Office

Piwinsky reported that the university is still waiting approval for the Technology Fee special university priorities projects. At the beginning of the semester, a slowdown in Banner was experienced. This is due in part to scheduling (faculty and administration had little time before the start of the semester) and the change in use patterns by students where the drop/add pattern is more compressed into the first few days of the semester. For future start-up periods, non-academic use of Banner will be curtailed and additional hardware will be procured to run the system.

Report from Funds Review Subcommittee

McFerron reported that this subcommittee will meet before the March ACPAC meeting to discuss use of the remaining funds.

Reports from the Action Teams:

Testscoring Team -- Soni, Convener

Soni recommended that this team be disbanded. Recommendation accepted by ACPAC.

PDS Team -- Onyett, Convener

Onyett distributed the recommendations for changes to the Project Directory Service. It was requested that ATS (McFerron) send these proposed changes to all faculty asking them to give feedback to Onyett.

Vision Team -- Himes, Convener

This team met on 28 Jan 05. Five priorities were targeted:

1. Need a means to assess and subsequently analyze future technology needs for the campus.
2. Initiate, under ACPAC sponsorship, ways to stimulate or develop compass for changes.
3. IDC would like ACPAC to co-sponsor a symposium series. "Digital Natives" is the first scheduled.
4. IDC wants to change the format of some technology-related workshops to a roundtable format that invites wider participation that is more "need" based.
5. Focus on the impact of technology now and in the future.

Another issue discussed was the need for better access to understanding by faculty of "digital rights" issues. Can faculty have access to legal council? Are there guidelines regarding copyright law and intellectual property rights? Is there a way that ACPAC might help in this

area?

Himes suggested that other ACPAC members are welcome to join this discussion.

E-mail Team -- Soni, Convener

Three versions of the proposed e-mail statement were distributed and discussed. After discussion, the following motion was approved:

ACPAC proposes that the following statement be adopted by the university:

Indiana University of Pennsylvania provides e-mail services to all students and employees as an official method of communication. Students and employees have a responsibility to send, read and respond where appropriate, through their IUP e-mail account. *(motion: Giever; 2nd: Onyett).*

Wireless Access Team -- McCreary, Convener

This team hasn't met yet but McCreary has formulated the following goals: (1) identify funding for wireless technology; (2) conduct a student survey regarding wireless access (a copy of the instrument was distributed and feedback requested); (3) investigate potential conflicts with professional productions on campus.

New Business:

Turnitin

Topic deferred to next meeting.

The meeting was adjourned at 5:02 PM.

Next Meeting: March 2, 2005

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

March 2, 2005 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

- Approval of the Minutes of February 2, 2005
- Co-Chairs' Report
    - Financial report
    - New member
    - Announcement from ATS
- Old Business:
    - Single Sign-on (TUC)
    - E-mail statement (TUC)
    - Other TUC feedback
- Standing Reports:
    - Report from Funds Review Subcommittee
    - Report from Digital Repositories group
    - Report from Student Computing Subcommittee
    - Report from ACOC (Banner) - Wolfe reporting
    - Report from the Provost's Office
- Reports from the Action Teams:
    - Wireless Access Team -- McCreary, Convener
    - PDS Team -- Onyett, Convener
    - Vision Team -- Himes, Convener
    - E-mail Team -- Soni, Convener
- New Business:
    - Turnitin
    - Distribution of draft policies
    - Lab software issues (Photo elements, Inspiration)
- Other Business:

Created and maintained by J. R. McFerron

IUP

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 2, 2005 Meeting.

In attendance: Capps, Dadson, Donley, Grieggs, Kornfeld, Janosko, McCreary, McFerron, Nienkamp, Nolan, Smith, Soni, Wolfe, Zuzack.

Excused: Onyett, Scandrett.

Absent: Anderson, Asamoah, Benhart, Eck, Giever, Himes, Hrabovsky, Kolb, Miller, Pagnucci, Piwinsky, Scott, Shim, Wibowo.

Proceedings:

Approval of Minutes from the February 2, 2005 Meeting.

The minutes of the February 2, 2005 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

McFerron provided this report:

> Balance reported by Banner is $26,792.66. There is an outstanding commitment to AOG for $3,075.10. The amount of $6,593.00 remains to be distributed to awardees of the ACPAC Technological Exploration and Innovation Fund. The ACPAC funds have an anticipated balance of $17,124.56.

New Member

Jean Nienkamp will be serving on ACPAC as the Senate representative. Future Senate agendas include a report from ACPAC.

Announcements from ATS

Information about the RECAP conference, 12-13 May 05 in Westchester is posted on the ACPAC website (here). A link to NECC (National Education Computing Conference) is also available (here). ATS announced that authorization was granted to hire a temporary wage-temp employee to fill the

vacant Student Technology Services manager position.

Old Business:

Single Sign-on (TUC)

TUC has accepted the recommendation of ACPAC to investigate a Single Sign-on process for students. The TSC has been asked to provide a report on this issue.

E-mail statement (TUC)

TUC has endorsed the draft e-mail statement forwarded from ACPAC (see 2 Feb 05 ACPAC Minutes). In addition, TUC recommended that the statement be published in appropriate publications including, but not limited to, the Undergraduate Catalog, the Graduate Catalog, the Student Handbook, and appropriate websites. This matter will be further discussed by the Senate Library and Educational Services subcommittee.

Other TUC feedback

In other business from the 16 Feb 05 TUC meeting, anti-spam efforts are continuing with additional measures in progress. A self-service student password reset mechanism is being investigated. The status of draft technology polices was reviewed. A decision was reached to continue supporting the @grove.iup.edu addresses and review them in another year. Without further input from ACPAC regarding recommendations for wireless access, TUC recommended that the Oak Grove be provided with wireless access points.

Standing Reports:

Report from Funds Review Subcommittee

The following recommendation from the Funds Review Subcommittee was distributed in hard copy:

> *The ACPAC Funds Review Subcommittee recommends the following:*
>
> - *The request for funding from AOG be approved under the provision that funding for future years will not be granted.*
> - *Those faculty members that were awarded ACPAC Technological Exploration and Innovation funding make a public presentation reporting the results of their funded project.*
> - *A second round of funding be distributed using the same methodology as the first round. $5,000 would be available for each of the 6 academic colleges and a 7th unit comprised of faculty from the Library, Student Affairs, and Military Science.*
> - *The announcement of the funding opportunity and the faculty*

presentations would be provided in a public forum in October, 2005.

After discussion, the following motion was passed:

> *ACPAC accepts the recommendation of the ACPAC Funds Review Subcommittee with the change that funding for AOG MAY not be granted in future years. (motion: McCreary; 2nd: Nolan).*

Report from the Digital Repositories group

Ed Donley reported that the two pilot projects, Art Slides and Music Audio Digital are progressing, utilizing DSpace and CONTENTdm for the pilot programs. The Art Slide project is moving somewhat quicker than the Music project as information was basically in the correct format. A third pilot project is the digital archiving of electronic theses and dissertations. There will an on campus demonstration of the Digital Commons in the middle of March.

Report from Student Computing Subcommittee

The minutes of the 16 Feb 05 meeting are posted on the ACPAC webpage (minutes). Christine Zuzack reported that maintenance of electronic portfolios was being discussed. There is a possibility that Career Services could assist with this service so that students could get access to portfolios after graduation. The subcommittee expressed interest in providing additional training to students, particularly freshmen. The information available to students on the website is being reviewed.

Report from ACOC (Banner) -Wolfe reporting

Jim Wolfe reported that a web-based system is being implemented that will provide referrals and answers to common questions for prospective students and parents.

Report from the Provost's Office

No report.

Reports from the Action Teams:

Wireless Access Team -- McCreary, Convener

McCreary reported that a priority list of recommended wireless access locations will be developed.

PDS Team -- Onyett, Convener

No report.

Vision Team -- Himes, Convener

No report.

E-mail Team -- Soni, Convener

No report.

New Business:

Turnitin

McFerron reported that the Provost has asked the technology committees to review the legal aspects of the use of the Turnitin.com anti-plagiarism service. At the time of purchase, the contract with Turnitin was reviewed by university legal counsel and when FERPA concerns were raised, a legal analysis from Turnitin addressed those concerns. When the service was announced prior to the Fall 2004 semester, a pilot group of faculty was formed. The faculty were encouraged to include this statement in their syllabus:

> *Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.*

AOG has previously reviewed and approved this statement. McFerron suggested that ACPAC endorse this approach and the statement. The motion was seconded by Donley and passed with one abstention.

Distribution of draft policies

Drafts of technology policies under consideration will be posted to the ACPAC website before the next meeting.

Lab software issues (Photo elements, Inspiration)

McFerron recommended that an action team be formed to research the need to upgrade to the most recent version of Photo Elements and to provide the Inspiration software in the public labs. Joe Nolan will convene this team with Niencamp and McFerron assisting.

Other Business:

Paul Kornfeld would like to have access to tutorials and related materials, possibly with an online link. McFerron suggested that this might be a project for the person hired to fill the ATS vacancy.

The meeting was adjourned at 5:05 PM.

Next Meeting: April 6, 2005

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

April 6, 2005 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

- [Approval of the Minutes of March 2, 2005](#)
- Co-Chairs' Report
  - Financial report
  - Technology Fee plans
- Old Business:
  - E-mail statement

- Standing Reports:
  - Report from the Provost's Office
  - Report from Funds Review Subcommittee
  - Report from Digital Repositories group
  - Report from Student Computing Subcommittee
  - Report from ACOC (Banner) - Wolfe reporting
- Reports from the Action Teams:
  - Software Review Team -- Nolan, Convener
  - E-mail Team -- Soni, Convener
  - Wireless Access Team -- McCreary, Convener
  - [PDS Team](#) -- Onyett, Convener
  - Vision Team -- Himes, Convener
- New Business:
  - Review of draft technology policies

- Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the April 6, 2005 Meeting.

In attendance: Capps, Donley, Grieggs, Janosko, McFerron, Nienkamp, Nolan, Onyett, Smith, Wolfe.

Excused: Benhart, Himes, Hrabovsky, Kornfeld, McCreary, Pagnucci, Scandrett, Scott, Zuzack.

Absent: Anderson, Asamoah, Dadson, Eck, Giever, Kolb, Miller, Piwinsky, Shim, Soni, Wibowo.

Proceedings:

Approval of Minutes from the March 2, 2005 Meeting.

An addition was suggested to the minutes of 2 Mar 05. Under the Digital Repositories report a reference to a third project (Electronic theses and dissertations) will be added. The minutes of the March 2, 2005 meeting were approved as amended.

Co-Chairs' Report:

Financial Report

McFerron provided this report:

> Balance reported by Banner is $21,250.66. There is an outstanding commitment to AOG for FY 04-05 of $1,233.00. The amount of $2,893.00 remains to be distributed to awardees of the ACPAC Technological Exploration and Innovation Fund. The FY 05-06 allocation to AOG is $7,292. The expected allocation to the ACPAC fund for FY 05-06 is $30,000. A balance of $39,832.56 is anticipated for distribution as suggested by the ACPAC Funds Review Subcommittee.

Technology Fee plans

McFerron reported that Technology Fee expenditures for FY 05-06 will be consistent with proportions in prior years. Specifically, 40% dedicated to classroom multimedia enhancements, 25% for electronic databases, 25% for special projects, and 10% for software licenses. University-wide site licenses renewals including ESRI GIS, Endnote/Writenote, Turnitin, and Mathematica will be funded with the software portion--the remainder distributed directly to the colleges. Applications for Technology Fee Special Projects should be reviewed by the colleges and submitted to ATS by 16 May 05. The proposals will then be reviewed by a screening committee and forwarded to the Council of Deans for

consideration. Joann Janosko will serve as the ACPAC representative to the screening committee. There is some possibility that the Technology Fee charged to the students would be increased providing more funding for projects. There is also some possibility that the guidelines for the use of the Technology Fee may be modified. It is expected that this information will be available after the July Board of Governors meeting.

Old Business:

E-mail statement

ACPAC had previously endorsed a statement about use of e-mail. The statement has been supported by other technology committee and slightly modified by the Senate Library and Educational Services subcommittees. The final draft of the statement was distributed for discussion and reads:

> *Indiana University of Pennsylvania provides e-mail services to all students and employees as an official method of communication. Students and employees (except those employees who do not normally have access to e-mail) have a responsibility to read their IUP e-mail accounts and, when responding to or sending e-mail about IUP business, use their IUP e-mail account to do so.*

The following motion was passed unanimously by ACPAC:

> *ACPAC supports the revised e-mail statement provided by the Senate Library and Educational Services Subcommittee and encourages adoption of the statement. (motion: Donley; 2nd: Nienkamp).*

It is likely that this statement will be presented at the 26 Apr 05 Senate meeting.

Standing Reports:

Report from the Provost's Office

No report.

Report from Funds Review Subcommittee

This subcommittee will make a report at the next committee regarding the Fall 2005 event to announce ACPAC funding and review reports from prior year funding.

Report from the Digital Repositories group

No report.

Report from Student Computing Subcommittee

No report.

Report from ACOC (Banner) -Wolfe reporting

Wolfe reported that a FERPA issue was raised and resolved. Since students authenticate to access WebCT, there is no problem posting grades within the course management system. The Admissions Office has expressed interest in providing services to perspective students, including e-mail and URSA access.

Reports from the Action Teams:

Software Review Team -- Nolan, Convener

A survey was conducted regarding the need for Photoshop Elements 3.0 and Inspiration. The action team recommended adoption of the new version of Photoshop Elements and widespread availability of Inspiration. After discussion, the following motions were passed:

> *ACPAC recommends that Photoshop Elements be upgraded to version 3.0 in the public labs. (motion: Donley; 2nd: Capps).*

> *ACPAC recommends that funding should be explored to purchase as many copies as feasible in order to provide access to the Inspiration software for students. (motion: Onyett; 2nd: Capps).*

Having satisfied its charge, this action team was disbanded.

E-mail Team -- Soni, Convener

No report.

Wireless Access Team -- McCreary, Convener

McCreary will be conducting a survey to gauge student interest in wireless access.

PDS Team -- Onyett, Convener

The final recommendation from this action team was distributed and made available on the ACPAC website (PDS report). The report was discussed and the following motion approved unanimously:

> *ACPAC accepts the report of the PDS Action Team and recommends adoption of the six recommendations in that report.*

Having satisfied its charge, this action team was disbanded.

Vision Team -- Himes, Convener

No report.

New Business:

Review of draft technology policies

The drafts of two technology policies that are being reviewed by the technology committees were made available to ACPAC via the ACPAC website. Specifically, they are: the draft Acceptable Use of Information Resources and the Electronic Information Privacy Policy. These draft policies were briefly discussed. There were concerns that details of the specific acceptable and unacceptable behaviors were not mentioned. McFerron reported that an accompanying guidelines document should have been posted with the policy. The guidelines will be made available for ACPAC review (note: the draft guidelines have been posted: AUP guidelines). ACPAC members should continue to review these documents and present comments and concerns. As the policies are reviewed by other campus groups and legal counsel, ACPAC may be asked to endorse a modified version of these draft policies.

Other Business:

Security

There were questions raised about classroom security and some recent thefts of equipment. This topic will be placed on the next ACPAC agenda.

The meeting was adjourned at 4:58 PM.

Next Meeting: May 4, 2005

Prepared by Rick McFerron with notes from Lloyd Onyett.

Indiana University of Pennsylvania

ACPAC

May 4, 2005 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

- [Approval of the Minutes of April 6, 2005](#)
- Co-Chairs' Report
  - Financial report
  - Meetings for AY 05-06

- Old Business:
  - Draft technology policies
  - E-mail Statement

- Standing Reports:
  - Report from ACOC (Banner) - Wolfe reporting
  - Report from the Provost's Office
  - Report from Funds Review Subcommittee
  - Report from Digital Repositories group
  - Report from Student Computing Subcommittee
- Reports from the Action Teams:
  - Vision Team -- Himes, Convener
  - E-mail Team -- Soni, Convener
  - Wireless Access Team -- McCreary, Convener
- New Business:
  - Election of co-chair
  - Classroom security

- Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 4, 2005 Meeting.

In attendance: Asamoah, Donley, Giever, Grieggs, Himes, Kornfeld, Janosko, McFerron, Nienkamp, Nolan, Onyett, Piwinsky, Scott, Smith, Soni, Wolfe, Zuzack.

Excused: Anderson, McCreary, Pagnucci, Scandrett.

Absent: Benhart, Capps, Dadson, Eck, Hrabovsky, Kolb, Miller, Shim, Wibowo.

Proceedings:

Approval of Minutes from the April 6, 2005 Meeting.

The minutes of 6 Apr 05 were approved with a changed to the attendance list.

Co-Chairs' Report:

Financial Report

McFerron provided this report:

> Balance reported by Banner is $18,357.66. There is an outstanding commitment to AOG for FY 04-05 of $1,233.00. The FY 05-06 allocation to AOG is $7,292. The expected allocation to the ACPAC fund for FY 05-06 is $30,000. A balance of $39,832.66 is anticipated for distribution as suggested by the ACPAC Funds Review Subcommittee.

Meetings for AY 05-06

ACPAC meetings for the next academic year will continue to be scheduled for Wednesday's from 3:30-5:00. The ECOB board room will no longer be the location. Dates and locations will be posted when confirmed (http://atssrv1.ats.iup.edu/acpac/meetings.html). It is assumed that ACPAC membership will remain the same for the next year. If there are any changes, please contact the co-chairs.

Old Business:

Draft technology policies

The draft Acceptable Use Policy is available for review (Draft Acceptable Use Policy, Draft Acceptable Use Guidelines).

E-mail Statement

The revised E-mail Statement was approved by the University Senate at the 26 Apr 05 meeting and transmitted to the president for his approval.

Standing Reports:

Report from ACOC (Banner) -Wolfe reporting

Wolfe reported that an upgrade to Banner 7 will be made between 21 Sep 05 and 15 Oct 05. This change in Banner will require web-based access for those users for whom the Banner client previously was necessary. Access and use of URSA will remain the same. The interface for all Banner access will be improved. (Note: since the meeting, the date of 26 Sep 05 has been set for the conversion to Banner 7).

Report from the Provost's Office

It is anticipated that there may be some changes to the guidelines for the use of the student Technology Fee. Changes may allow replacement of entire computer labs and the funding of personnel. The fee may increase as much as 25%. Guidelines for submission of Technology Fee projects to the system office will be available in July.

Report from Funds Review Subcommittee

McFerron reported that distribution of funds to the 17 faculty members approved for funding has been completed. The subcommittee made a recommendation to ACPAC that an open forum be held in September for presentations by these faculty members and announcement of the availability of funding for 05-06. Each faculty member will participate in a poster session and panel discussions will be scheduled. Lloyd Onyett suggested that the information also be posted on the web with a brief description and visuals. It was also suggested that this be incorporated into two town meetings, one at the beginning of the semester and another at the end of the semester awarding the new grants. Other topics of discussion could be Technology Fee purchases including hardware and software and the Library databases.

The recommendation from the subcommittee was approved by ACPAC. ATS will continue to work on

scheduling the event, possibly from 2-4 on a Friday afternoon.

Report from the Digital Repositories group

The group created to explore digital repositories is reviewing the progress of projects.   Part of the effort is in defining a digital repository and determining how a digital repository may be used by the university. Portions of the repository may be available to IUP only, other portions to certain faculty and other groups. The group will continue with its work in defining and exploring the concept of a digital repository.

Report from Student Computing Subcommittee

Zuzack discussed the need to communicate with future students electronically before they actually arrive on campus. ACOC has requested the ability to give prospective students Banner ID's and e-mail accounts in the summer months. The discussion has suggested implementation for the 06–07 academic year. The subcommittee has suggested more technology training opportunities for new students than currently exist. Patrick McDevitt is working with Career Services to provide electronic portfolios as part of this service to students. Another suggestion is that the university provide prospective students with CD's upon acceptance for use as a guide to technology.

Reports from the Action Teams:

Vision Team -- Himes, Convener

Several topics such as emerging technologies and the Virtual Campus continue to be discussed. A symposium on the new learner to be held in conjunction with the IDC in the fall is being considered.

E-mail Team -- Soni, Convener

The final recommendation of the action team was discussed and modifications were made. The following motion was approved:

> *ACPAC approves for submission to TUC the recommendation of the E-mail Action Team:*
>
> *Using the Course Section E-mail List (CSEL) model, the following automated lists should be made available as requested by faculty:*
> *1. Students by branch campus (including Monroeville, Harrisburg, etc.).*
> *2. Advisees for individual faculty member (all as well as by class, that is, Jr., Sr., etc.).*
> *3. Students by major and class within major and by department.*
> *4. Graduate students by program and department.*
> *5. Graduating seniors.*

> *6. Graduating graduate students. (motion: Smith; second: McFerron).*

The action team will continue, but be inactive until such as time as changes may be needed.

Wireless Access Team -- McCreary, Convener

No report from the team. McFerron distributed a wireless planning document developed by AOG. He will post it on the ACPAC website ([AOG Recommended Strategy for Wireless Networking](#)) and would appreciate feedback from ACPAC members.

New Business:

Election of co-chair

Nominations for the ACPAC elected co-chair were opened from the floor. Paul Kornfeld was nominated (motion: Nienkamp; second: Zuzack). A motion for closing the nomination was passed (motion: Giever; second: Nolan). Paul Kornfeld was elected to serve a second one-year term as co-chair.

Classroom security

McFerron provided information on the formation of an ad hoc classroom security committee. A number of thefts of equipment from classrooms has prompted this discussion. Various security measures are being considered including the use of digital locks.

Other Business:

The meeting was adjourned at 5:06 PM.

Next Meeting: September 7, 2005

Prepared by Rick McFerron with notes from Dotti Angel.

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 3, 2004 Meeting.

In attendance: Asamoah, Dadson, Donley, Giever, Grieggs, A. Joseph, B. Joseph, Kornfeld, McCreary, McFerron, Onyett, Smith, Soni, Wibowo.

Excused: Anderson, Pagnucci, Scandrett, Scott, Yost.

Absent: Benhart, Diaz-Martin, Eck, Himes, Hrabovsky, Kolb, Miller, Mukasa, Piwinsky, Shim, Troyer.

Proceedings:

Approval of Minutes from the April 5, 2004 Meeting.

The minutes of the April 5, 2004 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

There is currently $31,999 in the ACPAC fund.

SMS (patch management software)

In order to assist with the task of patch management and other tasks related to management of PCs, AOG has determined a funding source to acquire Microsoft SMS (Systems Management Server). The hardware and software for this system will be procured during the summer. Deployment will depend on identifying a funding source for appropriate training. It is anticipated that this will greatly streamline the task of protecting PCs in the colleges from network vulnerabilities.

Centralized backup

The TUC project for a centralized backup solution has been approved and a funding source has been determined. This will supplement or replace backup efforts that have been in place in the colleges. This solution should be deployed this summer.

Membership

Membership in ACPAC is currently fully configured at 30 members. It is assumed that all current ACPAC members will continue serving unless the co-chairs are notified. The membership and responsibilities as campus representatives will be reviewed at the first ACPAC meeting of the next academic year.

ACPAC wishes to extend appreciation to Nancy Yost for the service that she has provided to ACPAC in her role as Elected Co-Chair for two terms.

Old Business:

Technology Fee

Proposals for Technology Fee special projects have been reviewed by the Council of Deans and awards for FY 04-05 have been made. The projects must be approved by the Board of Governors and funding will likely not be available until the end of the summer. Funding for the software portion of the Technology Fee will be distributed to the colleges in the same timeframe. The classroom multimedia project is continuing with the hope of completing phase 2 before the beginning of the fall semester.

Standing Reports:

Report from Student Computing Subcommittee

Betsy Joseph reported that 1,284 students accessed the Technology Survey online, 1,190 completed the survey. She will have a full report with the results to ATS by the end of May.

A final draft of the revised ResNet Acceptable Use Policy was distributed for ACPAC review. AOG has reviewed this document and has deferred to ACPAC for consideration of any constraints that may impact legitimate academic activity. Betsy explained that the ResNet support staff would be administering this policy and will provide sufficient information to students in the residence halls. In response to questions from ACPAC, she suggested that a means for students to appeal rulings will be discussed. She also reported that the Bradford Campus Manager system will be acquired for the residence hall network to isolate, screen, and manage student PCs attached to the network.

The following motion was passed by ACPAC:

> *ACPAC endorses the revised ResNet Acceptable Use Policy. (motion: Onyett; second: Donley).*

Report from the Provost's Office

No report.

Report from Funds Review Subcommittee

Rick McFerron distributed the report from the Funds Review Subcommittee which included a recommendation for the use of ACPAC funds and a recommendation for distribution of ACPAC funds. The document formalized the concept of using ACPAC funds to support exploration of technological

innovation as previously presented to ACPAC.

Lloyd Onyett provided a request from AOG to use ACPAC funds to support infrastructure management tools. There was concern that there should be another funding source identified for the management tools presented by AOG.

After considerable discussion, the following motion was passed:

> *The first year funding request from AOG for management tools and Respondus was approved. The proposal from the Funds Review Subcommittee was accepted with a request for the subcommittee to adjust the amounts to compensate for the AOG needs. Additional funding requests from AOG will be considered in one year. (motion: Giever; second: Onyett).*

The suggestion was made that the Funds Review Subcommittee may want to consider awarding the funds in conjunction with other internal grant awards such as those administered by the Graduate School.

Report from Digital Repositories group

McFerron reported that the Digital Repositories committee chaired by Rena Fowler has accomplished its purpose and has been disbanded. A number of pilot projects have been identified and will be pursued this summer. Another committee will be convened to oversee the projects.

Reports from the Action Teams:

University Website Team -- Pagnucci, Convener

A committee to discuss the need to review the University website held its first meeting. Lloyd Onyett reported that it was a very positive meeting and three items were considered:

- The need to review the function and structure of the university web presence

- The importance of the website to the identity and image of the university

- The means by which a review and revision of the website could be accomplished

The committee has scheduled another meeting next week and is planning on creating an action plan by 15 Jul 04. The plan will contain steps to accomplish these three items.

The ACPAC website membership is listed on the ACPAC website (action teams). Additional members of the larger committee include Michael Hood, Mark Piwinksy, Rich Muth, Cyndy Strittmatter, Alisa Linzey, Veronica Watson, Glenn Himes, Hank Knerr, Enid Maggiore, and Paula Sandusky. Input from ACPAC and the university community is encouraged.

Open Source Software Team -- Wibowo, Convener

Having no immediate request for ACPAC action, this team is disbanded.

E-mail Team - Soni, Convener

Ramesh Soni distributed the preliminary results of a survey of faculty regarding needs for additional automated e-mail lists. This report will be reviewed by ATS and the TSC and a report will be made to ACPAC at the next meeting.

Evaluation Team -- Joseph, Convener

In the discussion of the use of ACPAC funds, a preliminary report from the Evaluation Team was considered. Before renewal of the Respondus site license, an cost analysis will be performed to consider the purchase of individual licenses. A final report from this team will be presented at the next meeting.

Student Portal Team -- McFerron, Chair

The Student Portal action team is in the process of scheduling demonstrations for three additional portal products: Blackboard, WebCT, and Oracle.

Testscoring Team -- Soni, Convener

Ramesh Soni reported that this team will continue to gather information about problems associated with Testscoring. The results will be presented to ATS and the TSC for response and action.

Vision Team -- Himes, Convener

No report.

New Business:

Future meeting dates

There will be no summer ACPAC meeting scheduled. Rick McFerron suggested that minutes from this meeting should be approved by e-mail over the summer. Because of conflicts with several university committees, it was suggested that ACPAC meetings be moved to Wednesday afternoons at the same time (3:30). Rick will check schedules of other committees and propose Wednesday meeting dates via e-mail this summer.

Co-chair for 2004-2005

In accordance with the ACPAC Constitution and Bylaws, an election for the ACPAC Elected Co-chair is to be held at the final ACPAC meeting of the academic year. Paul Kornfeld and Jack Scandrett were nominated from the floor and nominations were closed. Ballots were distributed, collected, and counted. Paul Kornfeld was elected as the ACPAC elected Co-Chair for 2004-2005.

Other Business:

The meeting was adjourned at 4:57 PM.

Next Meeting: TBA

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC
Academic Computing Policy Advisory Committee

Student Portal Action Team

Summary of notes, links, and discussion of the Student Portal Action Team

Members: Rick McFerron (chair), Bill Balint, Nancy Evans, Paul Grieggs, Glenn Himes, Betsy Joseph, Portia Diaz-Martin, Bob Simon.

Additional members: Regan Houser, Dennis Giever.

Purpose: To allow discussion of the portal concept and investigate the feasibility of implementing a student portal or similar interface for students and other university constituents.

Meetings:

The following meetings have been scheduled:

19 June 2003 (see: meeting notes)

7 August 2003 (see: meeting notes)

9 October 2003 (see: meeting notes)

10 December 2003, 1:00, Gordon lab (Plumtree presentation) (notes from demo)

Summary of review of portal sites (from Nancy Evans):

University Portals

Draft URSA pages:

http://www.iup.edu/publications/testarea/ursa/

http://www.iup.edu/publications/testarea/ursa2/

Some additional links:

Information on Uportal: www.ja-sig.org

ACUTA page containing two samples portals: http://www.acuta.org/home.cfm

Demo of page at Pitt: https://my.pitt.edu/portal/DemoPortal/demo.htm

Link contributed by Betsy Joseph (22 Sep 03): http://studentaffairs.com/web/newsin.html/#portals

Review/award for SCT Luminus: http://www.sctcorp.com/Education/corp_nm_pr2004-01-08.html

Article from Syllabus: "Are Portals Dead?...": http://atssrv1.ats.iup.edu/acpac/student-portal/IT%20Trends.htm

Final report:

This proposal was made to ACPAC at the 6 Oct 04 meeting:

The ACPAC Student Portal Action Team recommends that ACPAC request that the TUC (Technology Utilities Council) create a project to explore the feasibility of acquiring and implementing a portal for the university. This project should take into consideration the current or expected state of the university website, the capabilities of Banner/URSA, the existing network services, the various computing accounts issued to students and employees, and the functional advantages afforded by the implementation of a portal. While this action team was able to explore many of these issues and to review the functionality of several commercial products, it was unable to address the larger issue of how a portal may affect the operation of the university. Therefore, it is strongly recommended that the exploration of the portal concept involve decision makers that are in positions to determine the suitability of a portal for this institution. Likewise, the budgetary issues regarding the acquisition of a university portal must be considered. In its defined role, TUC is in a good position to address the issues surrounding the evaluation of a portal.

The action team was disbanded.

ACPAC Student Portal Action Team

Summary of notes, links, and discussion of the Student Portal Action Team

Members: Rick McFerron (chair), Bill Balint, Paul Grieggs, Bob Simon, Glenn Himes, Betsy Joseph, Nancy Evans