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 1998-1999

Date	Time	Location	meetings/minutes
Oct. 22, 1998	1:30 - 3:00 PM	Eberly Board Room (ECOB 201)	Oct. meetings/minutes
Mon. Nov. 23, 1998	3:15 - 4:45 PM	Eberly Board Room (ECOB 201)	Nov. meetings/minutes
Mon. Dec. 14, 1998	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Dec. meetings/minutes
Mon. Jan. 25, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Jan. meetings/minutes
Mon. Feb. 22, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. meetings/minutes
Mon. Mar. 22, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	March meetings/minutes
Mon. Apr. 19, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Apr. meetings/minutes
Mon. June 28, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	June meetings/minutes

Indiana University of Pennsylvania

ACPAC Oct. 22 1998 Meeting

1:30 - 3:00 PM in Eberly Board Room (ECOB 201)

Agenda

1. Report from Teams
2. Scheduling Regular Meeting of ACPAC
3. Communication mechanisms for ACPAC, ACOC and TUC
4. Software Recommendations
   1. Email Client Recommendation*   (Outlook & Netscape See our webpage)
   2. Office Productivity Suite*   (Microsoft Office'97)
   3. Graphic Package Suite*   (Corel Suite)
   4. Web Authoring and Development Suite*   (Front Page)
   5. Operating System Upgrade   (Windows 98 or Workstation)

   * = Recommended for standardization.

Created and maintained by Francisco Alarcón.

Last Modified on Friday, 20-Nov-1998 15:52:56 EST

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the Oct. 22 1998 Meeting

The Committee approved endorsing the recommendation made to ACOC with regards to e-mail clients and adopt Outlook and Outlook Express as the e-mail clients, provided that the recently discovered problems with local caching can be resolved. It is important to note that it is necessary to gather information about the availability of adequate computers for faculty to run the recommended software. An adequate computer was defined to be as a minimum the "recommended" configuration given by the software. An inventory will be gathered to determine what percent of the faculty have adequate computers. Individual Colleges and or other units will be free to support other additional clients for e-mail such as Netscape.

The committee members also decided on scheduling monthly meetings. The co-chairs were charged with conducting a survey and establishing the meeting schedule.

Respectfully submitted,

Francisco Alarcón
Co-Chair

Prepared by [Francisco Alarcón](#)

Indiana University of Pennsylvania

ACPAC Nov. 23 1998 Meeting

3:15 PM in Eberly Board Room (ECOB 201)

Agenda

1. Approval of minutes from 22 Oct 98 meeting
2. Proposed meeting dates:
   - 14 Dec 98
   - 25 Jan 99
   - 22 Feb 99
   - 22 Mar 99
   - 19 Apr 99
3. Review meeting with Provost
   1. Charge and Mission of ACPAC
   2. Membership of ACPAC
4. Report from the action teams:
   1. Transition - Shubra, convener
   2. Training - Moore, convener
   3. Distance Education - Donley, convener
   4. Student Computing - Fowler, substitute convener
   5. Vision - Butzow, convener
5. Old business
   1. Laser Printing Cost Recovery project
   2. e-mail client adoption status
   3. inventory summary
   4. VAX/VMS review
6. New business:
   1. Requirements document from Computer Science
   2. Software recommendations
      1. Office Productivity Suite
      2. Graphic Package Suite
      3. WEB Authoring and Development Suite
      4. Operating System Upgrade

ACPAC

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file:///C|/Temp/oldacpac/acpac/IUPonly/meetings/nov2398.html (2 of 2) [4/3/2009 10:00:11 AM]

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the Nov. 23 1998 Meeting

In attendance: Alarcon, Carter, Eck, Donley, Grieggs, Joseph, Moore, Murthy, Pagnucci, Shubra, Smith, (McFerron)

Proceedings:

The minutes from the 22 Oct 98 meeting were approved as presented (motion: Carter, second: Joseph)

Meeting dates - it was decided that a 3:30 start makes more sense. The next meeting is scheduled for 14 Dec 98. McFerron was charged with surveying the members to assure that the proposed Monday dates for the Spring semester are best for most ACPAC members.

Charge - the charge from the Provost was discussed. It seems clear that ACPAC can recommend academic technology policy to virtually any group that it feels is appropriate. The written form of the verbal charge from the Provost is provided in the meeting materials.

Membership - There was discussion concerning ACPAC as a representative body. The dissolution of BIC has left some units without representation on ACPAC. There was some discussion about McFerron and the temporary position he holds. The following membership actions were taken:

> "The manager position designated for central academic technology support (Director of Academic Technology Services) shall hold a permanent seat on ACPAC." (motion: Pagnucci, second: Smith)

> "ACPAC membership shall include one representative from each of the Branch Campuses and at least one of them must be a faculty member." (motion: Donley, second: Shubra)

> "ACPAC membership shall include one representative from the Graduate School, one representative from Continuing Education, and one representative from Student Affairs." (motion: Donley, second: Shubra)

Reports from the action teams:

Charlie Shubra was elected chair of the Transition team. He presented a written report included in the meeting materials. It was suggested that we need a transition plan that may be part of an overall strategic planning document for academic technology support. There was considerable discussion about the VAX/VMS costs and the expected cost savings when moving away from the VAX hardware platform. A document provided by Sam Puleio and Mark Piwinsky is included in the meeting materials.

Wayne Moore reported from the Training team. The confusion about technology training activities on campus needs to be addressed. This team will create a position paper. The need for training to be considered in a strategic plan was emphasized. A written report is included in the meeting materials.

Ed Donley reported from the Distance Education team. They will meet in December. Ed announced a faculty associate program through the state-wide distance education program. Details are forthcoming.

Francisco has asked Rena Fowler to convene the Student Computing team since Rhonda Luckey is no longer on ACPAC.

No report from the Vision team.

The chair found it necessary to abbreviate the agenda and therefore the e-mail client adoption was considered most worthy of action.

E-mail client - A document was reviewed (included in meeting materials) that suggests that there are serious problems concerning the implementation of the recommended e-mail client (Microsoft Outlook/ Outlook Express). The following action was taken:

"ACPAC recommends to the TUC that a system of central student username authentication and home directories be assigned the highest possible priority. Upon the implementation of this system, ACPAC recommends the installation of the standard e-mail client (Microsoft Outlook) in the public labs and on other PCs utilized by multiple users." (motion: Shubra, second: Donley)

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC Dec. 14 1998 Meeting

3:30 - 5:00 PM in Eberly Board Room (ECOB 201)

Agenda

1. Approval of minutes from Nov. 23 meeting
2. Proposed meeting dates:
   - 25 Jan 99
   - 22 Feb 99
   - 22 Mar 99
   - 19 Apr 99
3. Chair's Report
   1. Correspondence
   2. Membership of ACPAC
   3. Laser Printing Charge
4. Report from the action teams:
   1. Transition - Shubra, convener
   2. Training - Moore, convener
   3. Distance Education - Donley, convener
   4. Student Computing - Fowler, substitute convener
   5. Vision - Butzow, convener
5. Old business
   1. inventory summary
   2. VAX/VMS review
   3. Requirements document from Computer Science
   4. Software recommendations
      1. Office Productivity Suite
      2. Graphic Package Suite
      3. WEB Authoring and Development Suite
      4. Operating System Upgrade
6. New business:

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ACPAC

Academic Computing Policy Advisory Committee

Minutes of the Dec. 14 1998 Meeting

In attendance: Alarcón, Butzow, Carter, Chapman, Donley, Fowler, Grieggs, Jackson, Joseph, McFerron, Murthy, Palmisano, Pagnucci, Scandrett, Shubra

Excused: Mancuso, Smith

Absent: Ausel, Eck, McPherson, Moore, Shildt, Yost

New appointees: Dandeneau, Luckey

Proceedings:

- The minutes from the 23 Nov 98 meeting were approved as presented (motion: Butzow, second: Donley)

- Meeting dates – With minimal disagreement concerning Monday afternoon meetings, the previously announced dates for the Spring semester were adopted: 25 Jan 99, 22 Feb 99, 22 Mar 99, and 19 Apr 99. Meeting times: 3:30 PM – 5:00 PM.

Chair's report:

1. Two letters were sent to the Provost regarding actions from the 23 Nov 98 meeting. The first addressed the membership actions with copies to the Graduate School, Continuing Education, and Student Affairs. The second letter was sent to the Provost in his capacity as the TUC chair and addressed the e-mail client with copies to the AIG chair and the ACOC chair.
2. Concerning membership, Rick McFerron was appointed as a member of ACPAC, Rhonda Luckey was appointed as the Student Affairs representative, Claire Dandeneau was appointed as the Graduate School represenative and Steve Jackson was appointed to replace Nicholas Karatjas as one of the representatives from Humanities and Social Sciences. Two vacancies remain: Amstrong Campus and Continuing Education.
3. Francisco provided a review of the Senate discussion of the Laser Printing Cost Recovery System. There was some discussion regarding the need for this system with general

understanding that the system would help to manage and control excessive laser printing. The details of the implementation were briefly discussed including mention of alternative methods and provisions for graduate students and classroom situations. The following motion was approved:

> ACPAC requests the Student Computing Action Team to monitor the Laser Printing Cost Recovery System and report back to ACPAC raising questions and recommending actions. (motion: Butzow, second: McFerron)

Report from the action teams:

- **Transition**

  Attention was called to the report submitted at the last meeting and a request was made to take action on the document forwarded from the Computer Science Department. The level of support for academic computing, particularly in regard to a migration from the VAX/VMS platform was called into question. It was clearly stated that ESF funds are not sufficient to support a comprehensive academic computing effort.

- **Training**

  No report

- **Distance Education**

  The minutes of the Distance Education action team meeting were distributed and discussed. A "Show and Tell" forum was suggested. This team should contact the IDC to coordinate with them in regard to a similar effort preliminarily scheduled for 17 Mar 99. A motion was passed to accept this report.

- **Student Computing**

  Dr. Fowler will coordinate with Rhonda Luckey in regard to the organization of this action team. This team will monitor the laser printing issue.

- **Vision**

  A written Vision Statementwas distributed and will be published with corrections. After some discussion, it was moved that we table the discussion pending input from the College Technology Councils. Each representative should dessiminate this draft Vision Statement and provide specific feedback to the Vision Action Team prior to the February ACPAC meeting.

Old business:

- Inventory summary

  Two documents were distibuted: Draft Estimate of Faculty Computer Configurations and Workstation Configurations. Corrected versions will be made available from the ACPAC homepage.

Agenda items not addressed:

- **Old business:**
  - VAX/VMS review
  - Requirements document from Computer Science
  - Software recommendations

Next meeting: January 25, 1999, 3:30 – 5:00 PM, Eberly Board Room

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Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC Jan. 25 Meeting

3:30 - 5:00 PM in Eberly Board Room (ECOB 201)

Agenda

1. Approval of minutes from Dec. 14 meeting
2. Chair's Report
    1. Membership of ACPAC
    2. Laser Printing Charge
3. Old business
    1. Requirements document from Computer Science
    2. Recommended Computers and Inventory Summary
    3. Software recommendations
        1. Office Productivity Suite
        2. Graphic Package Suite
        3. WEB Authoring and Development Suite
        4. Operating System Upgrades
4. Report from the action teams:
    1. Transition - Shubra, chair
    2. Training - Moore, chair
    3. Distance Education - Joseph, chair
    4. Student Computing - Fowler, substitute convener
    5. Vision - Butzow, chair
5. New business:

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Last Modified on Tuesday, 19-Jan-1999 15:40:05 EST

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the January 25, 1999 Meeting

Approved as corrected at 22 Feb 99 meeting

In attendance: Alarcón, Ausel, Butzow, Carter, Dandeneau, Donley, Eck, Grieggs, Jackson, Joseph, Kolb, Luckey, McFerron, McPherson, Moore, Palmisano, Shubra, Smith

Excused: Mancuso, Pagnucci

Absent: Chapman, Fowler, Murthy, Scandrett, Yost

Vacancies: Armstrong Branch, ECOB

Proceedings:

1. **Approval of minutes from Dec. 14 meeting**

   The minutes from the 14 Dec 98 meeting were approved as presented. (motion: Carter, second: Jackson)

2. **Chair's report:**
   - The Vision Statement created by the Vision Action Team (with corrections), has been posted on the ACPAC WEB site. ACPAC members are charged to share this Vision Statement with their colleges and be prepared to report back with comments for the February ACPAC meeting.
   - Concerning membership, new members at this meeting are Nick Kolb from Continuing Education and Rhonda Luckey from Student Affairs. There are two vacancies to fill: the faculty member from the Armstrong Campus and a replacement for Ken Shildt in the Eberly College of Business. Fred Sehring and Bob Camp have been notified regarding the need to name these members.
   - A review of the status of the Laser Printing Cost Recovery System was provided by the Chair and Rick McFerron. The system is in place and in accordance with the directive from the Senior Staff, no charges will be assessed for printing. Francisco reminded the Student Computing Action Team that ACPAC has charged them with monitoring this situation.

3. **Old Business**
   - ❍ Requirements document from Computer Science

     A lengthy discussion regarding this document resulted in the following motion being passed:

     ACPAC supports the recommendations of the Computer Science Department in regard to recommended hardware and software replacements for the VAX/VMS systems in order to continue to deliver the University Senate approved Computer Science curriculum. (motion: Shubra, second: Jackson)

   - ❍ An amendment regarding the access to UNIX hardware was briefly discussed and dismissed. As an additional action the ACPAC chair was charged as follows:

     > *The Chair shall investigate budgetary implications of the previous motion.* (motion: Shubra, second: Kolb)

   - ❍ As a summary of the discussion regarding budgetary problems, academic support, the replacement of the VAX and other issues, the following motion was passed:

     ACPAC recommends that when the VAX service is discontinued, the University must replace the VAX service with some other acceptable alternative which will enable delivery of the academic curriculum. (motion: McFerron, second: Luckey)

   - ❍ Recommended Computers and Inventory Summary

     After some discussion of the draft PC configurations, the following motion was passed:

     For both the PC and MAC configurations, the minimum category should be eliminated and the inventory should be updated to reflect that change. (Motion: Ausel, second: Alarcón)

     Some discussion of the different categories of faculty members suggested that the analysis should focus on permanent faculty.

Reports from the Action Teams:

Student Computing
Upon a request from the Student Computing Action Team, the following motion was approved:

ACPAC agrees that students should serve as ex-officio members of the Student Computing Action Team of ACPAC. (motion: from the action team, second: Butzow)

Steve Jackson expressed some concern about a conflict of interest between ACPAC and the Library and Educational Services sub-committee of the University Senate.

Due to lack of time, further action team reports were postponed until the next meeting with the possibility that they will be substituted with e-mail or WEB-based actions.

Next meeting: February 22, 1999, 3:30 – 5:00 PM, Eberly Board Room

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Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC Feb. 22 Meeting

3:30 - 5:00 PM in Eberly Board Room (ECOB 201)

Agenda

1. Approval of minutes from Jan. 25 meeting
2. Chair's Report
   1. Membership of ACPAC
   2. Funding Information
3. Old business
   1. Recommended Computers and Inventory Summary
   2. Distance Education Show and Tell
4. Report from the action teams:
   1. Transition - Shubra, chair
   2. Training - Moore, chair
   3. Distance Education - Joseph, chair
   4. Student Computing - Luckey, convener
   5. Vision - Butzow, chair
5. New Business
   1. Software recommendations
      1. Office Productivity Suite
      2. Graphic Package Suite
      3. WEB Authoring and Development Suite
      4. Operating System Upgrades

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ACPAC

Academic Computing Policy Advisory Committee

Minutes of the February 22, 1999 Meeting

Approved at 22 March 99 meeting

In attendance: Alarcón, Ausel, Butzow, Carter, Chapman, Dandeneau, Donley, Eck, Fowler, Grieggs, Jackson, Joseph, Kolb, McFerron, Moore, Murthy, Palmisano, Scandrett, Smith.

Excused: Luckey, McPherson, Shubra, Yost.

Absent: Mancuso.

Vacancies: Armstrong Branch, ECOB

Proceedings:

Approval of minutes from Jan. 25 meeting

It was suggested that the motion concerning the VAX service have a wording change from "... academic curriculum" to "...approved curriculum." The minutes were approved as corrected. (motion: Jackson, second: Donley)

Chair's report:

The chair suggested that the order of the agenda be changed to reflect the timely nature of the some of the issues. The new agenda order was: Chair's report, Distance Education report, Reports from Action Teams, New Business.

❍ Two vacancies remain on the ACPAC membership--Armstrong Branch and ECOB. Fred Sehring and Bob Camp are in the process of appointing representatives.

❍ In regard to funding for academic technology, the chair seeks approval from ACPAC to appoint a sub-committee to formulate questions regarding budgeting, positions, and other support issues. Francisco recommends the following be appointed to this sub-committee: Alarcón, Butzow, McFerron, Shubra. Some discussion ensued regarding the value of taking a projected budget approach rather than an historic approach. The following motion

was passed:
The chair of ACPAC shall create a sub-committee to draft an initial set of questions concerning funding and budgetary support that shall be presented to the Provost and his staff.(motion: Carter, second: Donley)

Report from Distance Education Action Team

The action team proposes a Town Meeting to be held on May 1, 1999 and to be sponsored jointly by ACPAC and the Provost's office. The following motion was passed:
ACPAC endorses sponsorship of the Distance Education Town Meeting scheduled for May 1, 1999 and organized by the Distance Education Action Team of ACPAC.

On other business, the action team brought forth a series of statements for consideration by ACPAC. The intent of the statements is to encourage a focusing of resources in support of distance education. Some discussion centered around the need to continue to provide an entrepreneurial environment in regard to the support of these new technologies. The idea of supporting a single program may result in a quantum leap for that program, but does not necessarily eliminate the capability for faculty members or programs to seek other support such as grants.
The following are the four statements considered:

a) IUP should continue to encourage faculty to appropriately use technology and multimedia resources including the internet in the classroom as instructional tools.

b)   Distance education at IUP should concentrate on capitalizing on unique programs.

c)   IUP should immediately embark on a "Needs Assessment" to determine the viability of promoting distance education on campus and prospective niches. This can be approached from all levels, that is university-wide, Colleges or departments. Colleges or departments that wish to do a needs assessment should be given some small funds to implement the study. A university-wide committee should be established to review the needs assessments to determine which one or two warrant a cost analysis. The university will then conduct a cost analysis of these programs and determine which one or two should be fully supported. The university will provide the full resources needed to start up these programs. The program(s) should be able to financially sustain it's self.

d)   The Provost should consolidate all current resources intended for promoting distance education, and use it to support an agreed project. This project can be a test or a pilot study conducted in conjunction with the needs assessment.

Discussion continued regarding the four statements forwarded by the action team. A motion was passed that amended section "d" read:

> *The Provost should provide sufficient resources to support an agreed project.*(motion: Fowler, second: Chapman)

Further discussion regarding the 4 points in the Distance Education Action Team recommendations resulted in the following motion that was defeated by a roll call vote:

> *Strike statements "a", "b" and "d" and retain statement "c".* (motion: Kolb, second: Donley)

A friendly amendment was put forth to change the wording in statement "b" from "unique" to "competitive".

After further discussion a call for the question (Butzow) was voted on and passed.

The motion for ACPAC to adopt the statements forwarded by the Distance Education Action Team was passed:

> *ACPAC recommends the following:*
>
> *a)   IUP should continue to encourage faculty to appropriately use technology and multi-media resources including the internet in the classroom as instructional tools.*
>
> *b)   Distance education at IUP should concentrate on capitalizing on competitive programs.*
>
> *c)   IUP should immediately embark on a "Needs Assessment" to determine the viability of promoting distance education on campus and prospective niches. This can be approached from all levels, that is university-wide, Colleges or departments. Colleges or departments that wish to do a needs assessment should be given some small funds to implement the study. A university-wide committee should be established to review the needs assessments to determine which one or two warrant a cost analysis. The university will then conduct a cost analysis of these programs and determine which one or two should be fully supported. The university would provide the full resources needed to start up these programs. The program(s) should be able to financially sustain it's self.*
>
> *d)   The Provost should provide sufficient resources to support an agreed project. The project can be a test or a pilot study conducted in conjunction with the needs assessment.*

Report from the Vision Team

Some feedback from the colleges was shared in regard to the purpose and intent of the Vision Statement. Specifically, an e-mail message from Mary Ann Cessna in the College of Education will be forwarded to ACPAC members for their consideration.

Comments suggest the need to publicize and circulate the mission statements and Vision Statement. The observation was made that the beginnings of an academic technology plan may consist of the Vision Statement and the statements from the Student Computing, Transition, and Distance Education action teams.

There was some discussion regarding a change to the Vision Statement to specify the year 2002.

Software Recommendations

The PC Inventory summary was reviewed. It will be updated as additional data is collected.

Discussion addressed the need to adopt software recommendations for the following classes of software: Office Productivity Suite, Graphic Package Suite, WEB authoring and Development Suite, Operating System Upgrades. Since Office 97 is already the "de facto" standard, there seems to be no need to adopt a different productivity suite.

Indiana University of Pennsylvania

ACPAC Mar. 22 Meeting

3:30 - 5:00 PM in Eberly Board Room (ECOB 201)

Agenda

1. Approval of minutes from Feb. 22 meeting
2. Chair's Report
   - Membership of ACPAC
   - Instructional Technology Facilities Task Force
   - ATS Director - Search Committee
   - Gold Mail Request
   - Replacement for Kermit dial-up
   - VAX/VMS bulletin and password expiration notification
   - Funding Information
3. Old business
   - Distance Education Show and Tell and Needs Assessment
4. Report from the action teams:
   - Transition - Shubra, chair
   - Training - Moore, chair
   - Distance Education - Joseph, chair
   - Student Computing - Luckey, convener
   - Vision - Butzow, chair
5. New Business
   - Software recommendations
     - WEB Authoring and Development Suite
     - Graphic Package Suite
     - Operating System Upgrades

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Last Modified on

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 22, 1999 Meeting

Approved at the April 19 meeting.

In attendance: Alarcón, Ausel, Butzow, Carter, Chapman, Donley, Eck, Fowler, Grieggs, Jackson, Kolb, McFerron, McPherson, Mohamen, Palmisano, Shubra, Smith.

Excused: Dandeneau, Joseph, Luckey, Mancuso, Moore, Pagnucci, Scandrett.

Absent: Murthy, Yost.

Vacancies: Armstrong Branch.

Proceedings:

The Chair requested approval of the agenda as posted on the WEB.

Approval of minutes from 22 Feb 99 meeting.

The minutes of the February 22, 1999 ACPAC meeting were approved as posted on the WEB. (motion: Butzow, second: Ausel)

Chair's report:

Membership

> The chair will contact Fred Sehring to address the one remaining vacancy on ACPAC (faculty member from Armstrong Campus). The chair welcomed Dr. Ahmed Mohamed from the Management Department as the new representative from ECOB. However, since the faculty representatives from each college should also serve on the college technology council, Dean Camp will have to be contacted to address the fact that Dr. Mohamed is not serving on the ECOB technology council.

Instructional Technology Facilities Task Force

The chair presented a [request from the Technology Committee for the College of Natural Sciences and Mathematics](#) that recommends the establishment of an Instructional Technology Task Force. The impetus for this request is a long delay in the installation of a video projector in the Chemistry Department. ACPAC agreed with the need to coordinate and facilitate these actions related to technology in the classroom. There was some discussion regarding the function of recommending specific purchases. The recommendations of the NSM Technology Committee were adopted as submitted (motion: Donley, second: Shubra). The key points of this request are:

The Technology Committee of the College of N.S. & M recommends the creation of a university wide Instructional Technology Facilities Task Force (ITFTF) that would be responsible for the coordinated installation of ITE into classrooms.

The responsibilities of the ITFTF would be to coordinate the installation and initial operation of the ITE in classrooms. It isimportant that as IUP increases its use of ITE that these be installed in a coordinated and timely manner. Members of theITFTF should include: College Technical Support personnel, someone from the Facilities Maintenance Group (LarryHoransky), and the Manager of Media Services & Cable TV (Rich Bush).

Dean Butzow made a suggestion that the ACPAC minutes be communicated to the Provost with a request that they be shared with the Council of Deans. Rick McFerron will do this for approved minutes. As a related issue, the disposition of ACPAC actions was discussed. The chair reviewed the charge from the Provost which is to communicate to appropriate campus units. Where appropriate, the disposition of ACPAC actions will be discussed. Therefore, the previous motion will be communicated to the Provost in writing with the request that he submit it to the Senior Staff.

The issue of communication with the Administrative Division and the Provost's office was raised from the floor. The following motion was passed:

ACPAC requests the Provost assign Mark Piwinsky as a liaison between the Provost's office and ACPAC. (motion: Ausel, second: Alarcón)

Professor Shubra raised the question of the disposition of the approved Computer Science Department proposal. The chair requested that access to the proposal be granted to the Provost and then the ACPAC action will be communicated to the Provost.

ATS Director – Search Committee

The Chair requested that he be permitted to appoint two ACPAC faculty members to the search committee for the ATS director. Request was granted.

Gold Mail Request

The directive from Sam Puleio recommending suspension of the Gold Mail service on the VAX/VMS system was reviewed and approved. (motion: Butzow, second: Donley)

Replacement for Kermit dial-up

The report from the TSC was shared with ACPAC for informational purposes.

VAX/SMS bulletin and password expiration notification

Paul Grieggs reports that the TSC is exploring an alternative to the VAX/VMS bulletin and a means to provide password expiration notification to VAX/VMS users who do not logon to the system with a communication program.

Funding Information

This sub-committee will meet and develop questions.

The chair suggested that meeting dates for next year's meeting should be set at the next meeting. Also, a discussion regarding length of terms on ACPAC may be needed.

Old Business

Distance Education Show and Tell and Needs Assessment

Dennis Ausel spoke on behalf of Tony Joseph regarding the need for ACPAC to take an active role as the sponsor of the town meeting. The Distance Education action team brought forth two items for recommendation.

The first item is to name a responsible manager for distance education. In discussion it is clear that Dean Kolb is performing many of these functions. This recommendation is to help clarify the distance education goals of the university. The following motion was carried:

ACPAC recommends the appointment of an administrator to be responsible for the management of distance education campus wide.

The second item from the action team involves funding for the needs assessment that was approved at the last ACPAC meeting. After a friendly amendment to expand the scope to "…departments or programs…" the following motion was passed:

ACPAC recommends that a commitment of $5000 be requested of the Provost for the "Needs Assessment" as approved. We are prepared to develop the RFP for determining a maximum of five departments or programs for funding. The "Needs Assessment" will determine the viability of promoting distance education on campus and prospective niches. A university-wide committee should be established to review the needs assessments to determine which one or two warrant a cost analysis. The committee will then conduct a cost analysis of these programs and determine which one or two should be fully supported.

Next meeting: April 19, 1999, 3:30 – 5:00 PM, Eberly Board Room

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Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC Apr. 19, 1999 Meeting

3:30 - 5:00 PM in Eberly Board Room (ECOB 201)

Agenda

1. Approval of minutes from Mar. 22 meeting
2. Chair's Report
   - ATS Director - Search Committee
     - Appointed: Dennis Ausel & Francisco Alarcon
   - Response from the Provost
     - $ 5000.00 request from Distance Education Team
     - Position Paper from Computer Science
     - PC standards and new purchase computers
   - ATS Organization Problems
   - Terms of Office, Chair(s) for academic year 1999-2000, meetings for AY 99-00 and minutes for April
   - Change in Newsgroups Service
3. Old business
   - Updated Inventory
4. Report from the action teams:
   - Transition - Shubra, chair
   - Training - Moore, chair
   - Distance Education - Joseph, chair
   - Student Computing - Luckey, convener
     - Draft of LESC proposed General IUP Academic Computing Policy
     - Student membership in ACPAC
   - Vision - Butzow, chair
5. New Business
   - Software recommendations
     - WEB Authoring and Development Suite (direct TSC to conduct study)
     - Graphic Package Suite
     - Operating System Upgrades
   - Draft A computing vision for IUP (from TUC)

Created and maintained by [Francisco Alarcón](#).
Last Modified on Sunday, 18-Apr-1999 17:25:20 EDT

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the April 19, 1999 Meeting.

In attendance: Alarcón, Ausel, Butzow, Carter, Donley, Eck, Fowler, Grieggs, Jackson, Joseph, Luckey, McFerron, Piwinsky, Rowell (for Moore), Shubra, Smith.

Excused: Mancuso, Murthy, Palmisano, Scandrett.

Absent: Chapman, Dandeneau, Kolb, McPherson, Mohamen, Pagnucci, Yost.

Vacancies: Armstrong Branch.

Proceedings:

Approval of Minutes from March, 22 1999 Meeting.

The minutes of the March 22, 1999 ACPAC meeting were approved as posted on the WEB. (motion: Ausel, second: Alarcón)

Chair's Report:

> The chair welcomed Dr. Mark Piwinsky as a new ACPAC member serving the function of liaison to the Provost's office. The chair also acknowledged Professor Rowell who was representing Wayne Moore in his absence.

ATS Director - Search Committee

> The search committee for the ATS director consists of Dr. John Butzow (chair), Francisco Alarcón and Dennis Ausel (ACPAC representatives), Steve Jackson (APSCUF representative), and Paul Hrabovsky (Student Affairs respresentative). Dr. Butzow reported that the committee expects the ad to be ready by May 1, it must run for a month so the response date will be approximately June 20, interviews should be conducted by July 5, and the expectation is that the position will be filled by August 1. A copy of the ad will be distributed for informational purposes.

Response from the Provost

The items of interest for action by the Provost are the request of $5,000 from the Distance Education Team, the status of the position paper from Computer Science, and the reaction to the ACPAC recommendation for PC configurations and the plans for purchase of new computers. The floor was given to Mark Piwinsky.

Dr. Piwinsky reports that the Provost is "not uncomfortable with the [ACPAC] standards." However, just permanent faculty will be considered in the purchase plans. The Provost's office is working with the deans and the colleges by identifying faculty to receive the suggested minimum PC (about $1000-$1100) and if a faculty member needs hardware or software above this minimum the college dean should be consulted. About 70 PCs have been purchased with the hope that up to 100 total will be purchased by the end of this fiscal year (June 30) and another 75-100 before the start of Fall 1999.

In regard to the Computer Science paper, Dr. Piwinsky emphasized that the "Academic" VAX is a small portion of the enterprise-wide network referred to as the VAX. This portion is supported with approximately $31,000 per year in operating funds. It is necessary to analyze the distributed versus centralized needs of departments such as Computer Science and Mathematics. It is possible that services can be provided with some other hardware or with some type of VAX hardware. All current support services will be retained (e.g. WEB, e-mail, student file and directory services) and the demands for these are expanding considerably. It will be necessary to explore the specific needs of the Computer Science Department. Professional Development issues should be addressed through the college dean.

Francisco Alarcón raised the question of whether a transition plan exists and if a group has been charged to develop a plan. Piwinsky responded that there is a plan for the administrative VAX transition and the academic services but not for the programs. BANNER will provide significant gains in functionality with features such as grade keeping, grade submittal, advising reports, and degree audit. These services will be provided via a secured WEB environment. Additional information on these systems and the transition to them will be available in the next few months as work begins on the student module of BANNER. Planning for the academic program software on the VAX will begin in the fall. There is no rush to remove the academic portion of the VAX and the migration planning can proceed at an appropriate pace. Charlie Shubra emphasized the need for a plan.

Dr. Piwinsky reviewed other funds that are distributed to the colleges for computing including approximately $1.35 million in Educational Services Fee funds. Currently 10% of the Technical Services Fee is dedicated to retiring the $4 million debt on the fiber backbone. There are ongoing discussions regarding how to increase the portion of the total

fees that can be designated as the Educational Services Fee.

Charlie Shubra asked whether the Computer Science document was sent to the Council of Deans. Dean Eck asked what is needed to bring the plan forward. Using the Computer Science document as an example, several questions were raised regarding the role of ACPAC and the process that should be followed to initiate and support actions. The chair recalled his meeting with the Provost (and McFerron) in November that resulted in the information that ACPAC should make recommendations to appropriate university units including the TUC, the AIG, the Council of Deans, and the Provost. Dr. Piwinsky suggested that in issues that involve funding, the item should be taken to the college-level technology council and then to ACPAC for review. The dean is responsible for carrying the item forward to the Council of Deans for funding consideration. Piwinsky restated that the Provost considers ACPAC to be a recommending body. It was agreed that curricular technology issues should be reviewed by ACPAC to assist those who make the funding decisions. It was concluded that the Computer Science document should be forwarded to the Council of Deans for funding consideration.

Concerning the last of the three items for action from the Provost, Dr. Piwinsky suggested that the details of the needs assessment recommended by the Distance Education action team should be explored before $5,000 can be made available for that purpose. He will work with Tony Joseph, Distance Education Action Team Chair.

Continuing with the chair's report, because ACPAC may not meet for a while, this month's minutes will be reviewed and approved via e-mail. Expect a message from Rick McFerron.

Terms of Office

Concerning membership, the chair highlighted the fact that the group has not set length of terms for members. As an immediate solution, the following motion was passed:

> *Current ACPAC members shall continue to serve unless replaced by the college dean because of changes in membership on the college technology council, retirement, or other reasons. (motion: Butzow, second: Ausel)*

From the floor, Dennis Ausel offered the following motion, seconded by Butzow that was passed without objection:

> *Dr. Francisco Alarcón shall continue to serve as the ACPAC Chair.*

Francisco stated that he needed help to do this job and Butzow assured him that involvement in ACPAC is written into the job description of the ATS Director.

Motion from the floor

Expressing some concern about the annual licensing of the WebCT product, Dennis Ausel

asked for the support of ACPAC. The following motion was passed:

> *ACPAC recommends that the university adopt and fund the license for WebCT as the standard course authoring tool and that an in-depth review of this software be provided to the committee within the next year. (motion: Ausel, second: Butzow)*

ATS Organization Problems

The floor was given to Rick McFerron who expressed frustration in his attempts to organize the Academic Technology Services unit. Specifically, the delay in searching and filling the Director position and authorization to fill the vacant coordinator positions has hampered the development of this academic support unit. No progress has been made in defining and allocating an office space for current and projected staff, two of which are utilizing borrowed, temporary space, and two of which are occupying space in Eicher formerly occupied by the EDP maintenance service. The following motion was passed with the directive that it be communicated to the Provost:

> *ACPAC recommends that adequate space in close proximity to other university services and to each other be provided for ATS personnel. (motion: Butzow, second: Alarcón)*

Change in Newsgroup Service

An e-mail message from Sam Puleio was reviewed. Contracting with a News Service Provider will provide a more efficient and cost-effective means of delivering Usenet News Services to IUP users. This change will cause Newsgroup users to make a one-time adjustment to their "seen" articles. This change is scheduled for July, 1999. ACPAC's endorsement of this change will be communicated to Sam Puleio.

Old Business:

Updated Inventory

The ACPAC inventory summary of PCs is updated on the WEB as data is submitted. It was suggested that the language on the "Recommended Computers" page should be clarified. The standards may need to be revised as new software dictates the hardware requirements.

Report from the action teams:

Student Computing

The Library and Educational Services subcommittee of the University Senate forwarded a

draft of the Computing Policy Statement through the Student Computing Action Team for discussion and endorsement by ACPAC. After some discussion and clarification by Steve Jackson, Rhonda Luckey, and Paul Grieggs, ACPAC voted to endorse this policy statement. Grieggs made it clear that past incidents that precipitated this review of policies stemmed from overuse of resources, specifically bandwidth, rather than misuse.

The Student Computing Action Team presented a recommendation that a student from Student Congress and a student from the Graduate Student Assembly be granted full membership to ACPAC. A motion to endorse this recommendation was passed.

New Business:

Software recommendations

WEB Authoring and Development Suite

In a previous meeting, ACPAC determined that WEB authoring software should be the first priority for consideration of a recommended standard. To assist in that process the following motion was passed:

> *ACPAC directs the TSC staff to conduct a review of current WEB Authoring software and provide recommendations for a university-wide standard. (motion: Alarcón, second: McFerron)*

Report from the Provost's Office:

Mark Piwinsky provided information to ACPAC on several statewide issues:

- There are on going negotiations with Microsoft in regard to a Campus Agreement that would result in a licensing arrangement based upon FTE faculty, staff, and students. This may result in a site license for Microsoft desktop software that could be used throughout the university. It is likely to include the Office suite with FrontPage and Visual Studio. MOLP would still be used for server software.
- An RFP to select one or two vendors to provide pre-configured PCs for student purchase has been issued. This is a collective effort with several other SSHE institutions.
- Bell Atlantic has announced a high-speed digital service for our area. This could result in 56-KB service being available for around $40.00 per month.
- A SSHE e-mail directory service is currently under development. This will provide contact information for personnel at all SSHE institutions.

Rick McFerron will communicate with ACPAC members via e-mail to ascertain the possibility of having two or three meetings this summer.

Next meeting: No meeting currently scheduled

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC

June 28, 1999 Meeting

3:30 - 5:00 PM in Eberly Board Room (ECOB 201)

Agenda

1. Chair's Report
   - ATS Director Search
   - Recent communications
   - ATS Organization Problems

2. Old business
   - Web Authoring and Development Suite (direct TSC to conduct study)
   - Graphic Package Suite
   - Operating System Upgrades

3. Report from the action teams:
   - Training - Moore, Chair
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair
   - Vision - Butzow, Chair
   - Transition - Shubra, Chair
   - Report from the Provost's Office - Dr. Piwinsky

4. New Business
   - Recommendation from Distance Education Team
   - Items for action from Student Computing Team
   - Vison Team to become Vision/PR Team
   - Faculty Computers Replacement Plan

Created and maintained by Francisco Alarcón.
Last Modified on

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the June 28, 1999 Meeting.

In attendance: Alarcón, Butzow, Donley, Eck, Grieggs, Jackson, Joseph, Kolb, McFerron, Piwinsky, Scandrett, Shubra.

Excused: Carter, Fowler, Hooks, Luckey, McPherson, Palmisano.

Absent: Ausel, Dandeneau, Mancuso, Moore, Murthy, Pagnucci, Smith, Yost.

Vacancies: College of Education, Eberly College of Business, Graduate Student, Undergraduate Student.

Proceedings:

Approval of Minutes from April 19, 1999 Meeting.

The minutes of the April 19. 1999 ACPAC meeting were approved via e-mail.

Chair's Report:

The chair encouraged ACPAC members to visit the ACPAC homepage (www.ma.iup/acpac) to see the changes to the material available from this site. The complete schedule of ACPAC meetings for the next academic year is posted on the webpage. Please note that the next scheduled meeting is August 30, 1999.

ATS Director Search

The search for the ATS director is underway with interviews expected to take place on campus within the next few weeks.

ATS Organization Problems

Academic Technology Services is still searching for space for offices and the academic help desk.

Old Business:

Web Authoring and Development Suite
Graphic Package Suite
Operating System Upgrades

ACPAC discussed the mechanism by which research on the various software packages should be conducted. It was decided that a sub-committee should be formed to include the following members: Steve Jackson, Paul Greiggs, Brad Smith, Ed Donley. Jackson was asked to convene the group. The sub-committee is charged to create an initial proposal to address the Web Authoring software, the graphic package, and any change to the operating system.

Report from the action teams:

Training--Moore, Chair

No report.

Distance Education--Joseph, Chair

It was reported that Continuing Education has appointed Kay Wijekumar as Director of Distance Education Development. The deans, with the support of Dean Kolb, have suggested funding for distance education proposals from Safety Science, the College of Education and summer courses. Tuition guidelines set by the Board of Governors allow 102% of in-state tuition for distance education courses.

Student Computing--Luckey, Chair

No report.

Vision--Butzow, Chair

No report.

Transition--Shubra, Chair

The Transition Team suggested that concerns expressed in the report submitted by the Computer Science Department should be answered. There is a need for a long-range plan specifically addressing issues of changes in computing platforms and environments.

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

1. Student Networking
Plans are being developed to implement student NT authentication for the fall semester. The spring semester is being targeted to extend the NT network model to allow a 20MB home directory space for students. Funding is an issue since it may cost as much as $200,000. The next phase would be to allocate disk space based upon factors such as enrollment in a specific course. A pilot implementation of course-based space may be implemented.

2. State system site licensing
It is hoped that the Microsoft Campus Agreement will be in place within the next few weeks. This agreement would allow IUP to make one payment for the use of much of the frequently used Microsoft software including the operating system (various versions of Windows), the Office Suite, Visual Studio, Frontpage and others. The agreement would cover all faculty, staff and institution-owned PCs.

3. PC purchase plan for students
The proposals from five vendors are currently being evaluated. The plans are to have this purchase plan in place for the fall semester. Students would be encouraged to buy the IUP specific software and desktop that would be facilitated by providing the vendor with an institutional disk image. It was agreed that an ACPAC sub-committee should be convene to propose the specifics of this desktop. Appointed to this group were Charlie Shubra, Francisco Alarcón, Raj Murthy, and a representative from the TSC appointed by Sam Puleio. Rick McFerron was asked to convene this sub-committee.

4. Bell Atlantic
The possibility of offering high speed digital service to customers in Indiana is being discussed with Bell Atlantic. This service, called ADSL (Ansynchronous Digital Subscriber Line), would be limited to customers within 12,000 feet of the central office. A partnership between IUP and Bell Atlantic may reduce some initial costs to subscribers and allow IUP to feature this service and improve our internet connectivity.

5. Y2K
The CHIEF is gone. The CSO Phone Book will be replaced by the more robust LDAP (Lightweight Directory Access Protocol) directory service. Approval from ACPAC for this change was requested and granted.

6. Senate announcement/e-mail
To clarify information that was announced at a recent Senate meeting, some IUP users may experience difficulties with VMS Mail due to disk quota problems, but only 4 users have been specifically closed out of e-mail due to administrative or disciplinary actions.

New Business:

Recommendation from Distance Education Team

A recommendation from the Distance Education Team was circulated and discussed. This recommendation stressed that IUP is committed to the use of distance education but the resources are limited. Three programs were targeted for support: General Education summer courses, A Certificate program in Safety Science and Teacher's certification.

Discussion suggested that this recommendation was closing out other programs in distance education. There was some concern that the competitive process to identify the appropriate programs to support was not followed. After some discussion the following motion was passed:

ACPAC supports the proposed recommendation by the Distance Education Team.

The need for Phase II in the distance education plan should be discussed.

Items for action from Student Computing Team

Rick McFerron invited ACPAC members to view a proposed poster that addresses information policies and guidelines. This poster was created by Rhonda Luckey and will be reviewed by representatives from ATS and Student Affairs. In the fall, the poster will be displayed in the student labs and other public areas, distributed to faculty members, and the information will be posted on the WEB.

Vision Team to become Vision/PR Team

Chair Alarcón suggested that the Vision Team take on the task of public relations for ACPAC. The chair of the Vision Team, John Butzow, agreed.

Faculty Computers Replacement Plan

A memo dated June 17, 1999 from the Provost suggests that ACPAC should develop a plan for the distribution of faculty PCs and submit it to the ESF Committee by November 1, 1999. Approximately $160,000 a year will be allocated for this purpose. To that end, a sub-committee consisting of Alarcón, Butzow, Kolb, Joseph, and Scandrett was appointed. Dr. Piwinsky asked to be consulted regarding the financial aspects of this project. This group will be convened by Alarcón. The sub-committee is charged with submitting a report to ACPAC by the September meeting (20 Sep 99).

Next Meeting: Monday, August 30, 1999, 3:30-5:00 PM, ECOB 201

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

ACPAC

Workstation Configurations

For Discussion at 14 Dec 98 Meeting

revised 17 Dec 98

revised according to discussion of 25 Jan 99 meeting

 A minimum workstation should be able to run the standard software which includes the Office97, Kermit, and a Graphic Browser (3.0+). The new purchase workstation is the suggested configuration for a purchase at this date.

	Standard PC	New Purchase PC
Processor	Pentium 100	Pentium II/333
Operating System	Windows95	Windows95/98
Memory	32 MB	64 MB
Disk	1.6 GB	4.2 GB
Monitor	14"	17"
Communications	Ethernet card	Ethernet 10/100
CD-ROM	8X	32X
Sound Card	Yes	Yes
Options		Removable back-up media (ZIP,CD,tape) Advanced sound card

	Standard MAC	**New Purchase MAC**
Processor	PowerMac 7500	PowerMac G3
Operating System	8.1	8.5
Memory	32 MB	64 MB
Disk	4 GB	8 GB
Monitor	13"	17"
Communications	Ethernet card	included
CD-ROM	8X	32X
Sound Card	included	included

Estimate of Faculty Computer Equipment

based upon input from the
College Technology Managers

compiled by J. R. McFerron
revised 17 Dec 98

revised according to new minimum configurations set at 25 Jan 99 meeting

updated on 18 Apr 99 with data from CTMs

	Sub-standard	Standard	Total	% at Standard
Eberly College of Business	57	20	77	26%
College of Education	35	70	105	67%
College of Fine Arts	47	23	70	33%
College of Health and Human Services	74	38	112	34%
College of Humanities and Social Sciences	143	102	245	42%
College of Natural Sciences and Mathematics	80	83	163	51%
Library and other units	77	3	80	4%
University	513	339	852	40%

fac-inven-19feb

ACPAC

Academic Computing Policy Advisory Committee

Instructional Technology Facilities Task Force

The following request for ACPAC consideration comes from the Technology Committee for the College of Natural Sciences and Mathematics.

A Problem-Instructional Technology Equipment Installation

Solution-Instructional Technology Facilities Task Force

The use of instructional technology equipment (ITE) at IUP has greatly increased over the past few years, and it is anticipated that this trend will continue. The selection, installation, and training to use ITE requires considerable financial and time commitment by IUP faculty and personnel.. The position paper is concerned with the installation aspect of the creation of technology classrooms at IUP.

The Technology Committee of the College of N.S. & M recommends the creation of a university wide Instructional Technology Facilities Task Force (ITFTF) that would be responsible for the coordinated installation of ITE into classrooms.

This action is being made due to a problem that occurred in the Chemistry Dept. in 1998. The department purchased a video projector and laptop computer for one of their classrooms in the spring of 1998, and made a request to the Facilities Maintenance Group to install this equipment. Unfortunately, this request was not fulfilled and the ITE could not be used during the 1998 fall semester. As of December, 1998 the ITE had not yet been installed for the spring 1999 classes.

The responsibilities of the ITFTF would be to coordinate the installation and initial operation of the ITE in classrooms. It is important that as IUP increases its use of ITE that these be installed in a coordinated and timely manner. Members of the ITFTF should include: College Technical Support personnel, someone from the Facilities Maintenance Group (Larry Horansky), and the Manager of Media Services & Cable TV (Rich Bush).

Prepared by Francisco Alarcón

From: GROVE::SPULEIO "Sam Puleio"

To: FALARCON,JRMCFERR
CC: PMGRIEGG,MPIWINSK,SPULEIO
Subj: request to ACPAC to remove Gold-Mail from VMS

Gold-Mail is an old menu-based interface to the VMS mail system. Given TUC approval of Outlook Express as the standard e-mail client for the university and the fact that Gold-Mail needs upgraded to a year 2000 compliant version, the TSC requests approval to _remove_ the Gold-Mail product from the VMS cluster effective 7/1/99.

Gold-Mail users that do not change to Outlook Express by this date would still be able to use VMS Mail or PMDF Mail.

Please review this request with the committee and reply by no later than 26-MAR-1999. If you have any questions or require additional information, please contact me. thanks

<<< DISK$LIBRARY:[NOTES$LIBRARY]ISCC.NOTE;1 >>>

-< I S C C N E W S L E T T E R >-

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Note 121.1 Y2K and the CHIEF Data Switch 1 of 1

-< Summary Document >-

The following document is being reviewed with the computing committees this month:
....
BACKGROUND
....

Character-based dial-up data services (357-7700) and DOV services are currently delivered with old data communication equipment provided by the Technology Services Center (TSC) in partnership with our local telephone carrier. Due to year 2000 compliance issues with the data switch, our local telephone provider will not support this arrangement after 1-JUN-1999. As such, we are going to replace the current data switch with terminal servers.

....
ISSUES
....

There are two primary issues that will result from the replacement of the data switch:

A. DOV Service
==============
DOV (Data Over Voice) Service: DOV service will no longer be available. The impact of this issue will be minimized by the completion of the building wiring projects this semester.

B. 357-7700/Kermit
==================

Dial-up data services will continue to be available at 357-7700. However, the Kermit scripts that automate modem commands and navigation of the data switch prompts must be updated to recognize the prompts from the new equipment. Dialing into the old data switch resulted in some introductory text that ended with the prompt "What service would you like?". Dialing into the upgraded equipment will result in some introductory

text followed by the prompt "Local>".

....
ACTION
....

A. DOV Service
==============

The TSC Technical Services group will work with technical support representatives for all current DOV holders to replace the DOV connection with an Ethernet or Serial connection to the fiber optic backbone. If the DOV is in an unwired building, it will have to be replaced with dial-up service over a standard telephone line.

B. 357-7700/Kermit
==================

The TSC created a new distribution of the IUP Kermit package which includes an upgrade to the most recent version of MS Kermit/Kermit95 and updated dial-up scripts that will work with _both_ the old and new dial-up equipment.

 C. Timelines
 ============

Following is the proposed implementation timeline:

1. 3/18/99 - 4/2/99: Beta test period for new Kermit packages (TSC, Academic Technology Services (ATS), College Technology Managers (CTM)). The objective of this beta period is to fully test the new version & scripts in preparation for a final release on 4/5/99.

2. 4/5/99: Final version of new Kermit packages available at www.iup.edu/tsc/kermit/ (TSC).

3. 4/5/99 - 5/24/99:
Note: These are not sequential steps -- they are merely items that must be addressed during the 4/5 - 5/24 period.

a. Implement other appropriate distribution mechanisms as required (ex. labs) and upgrade academic machines (ATS/CTM).**

b. Maintenance release to update standard administrative model (TSC).**

c. Replace any remaining DOV services (TSC/CTM).

d. 4/12/99 Announce new version via logon bulletin.

e. 5/24/99 Dialup Modems on 357-7700 cutover to Terminal Server.

New Kermit required for automated connections.

**Note: that the replacement the data switch will have no impact on using

Kermit as a Telnet client. Anyone using Kermit for dial-up services must upgrade. Nonetheless, the Kermit package upgrades are recommended in order to obtain to the most recent release of Kermit.

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 15, 1999 of the Distance Education Team

In attendance: Dennis, John Eck, Tony and Jerry (invited guest)
.
Agenda items

Town Meeting

> The Town meeting is scheduled for May 1, 1999 from 8.30 to noon. The objectives of this meeting are to share and inform the campus at large on:

> a. Management's perspectives, starting with the SSHE,
> b. Distance education Challenges at IUP (Five faculty to share experiences), and
> c. Showcase the use of technology and multi-media resources'

> The program was approved. Once the presenters confirm, it will be advertised campus wide.

Discussion on adoptions - Suggestions on implementation

Resulting from the discussion on "How we can make it happen?" the members recommended the following:

1. Appointment of an administrator to be responsible for the management of distance education campus wide. Note: We acknowledged that Continued Education is best poised to administrative courses in terms of registering students and so on. We are referring here to "Managing resources, Setting and directing campus goals and Coordinating activities"

2. A commitment of $5000 from the provost for the "Needs Assessment" as approved. We are prepared to develop the RFP for determining a maximum of five departments for funding. The "Needs Assessment" will determine the viability of promoting distance education on campus and prospective niches.   A university-wide committee should be established to review the needs

assessments to determine which one or two warrant a cost analysis. The committee will then conduct a cost analysis of these programs and determine which one or two should be fully supported.

These recommendations are to be discussed with Francois for following up with the provost.

Meeting ended at 2.15 p.m.

Prepared by Tony Joseph
Converted to html by Francisco Alarcón

IUP Senate
Library and Educational Services Committee
April 13, 1999

General IUP Academic Computing Policy

1. Purpose:

Academic computing is an integral part of the teaching, learning and research process of IUP, a tool that is already essential and will become even more important to the mission of the institution during the next century. Adequate access to computer resources is crucial for students and faculty as part of the core educational mission of IUP, and it is a major priority of the institution to enable the university community to use computer resources. This use, however, must be in balance, a balance between the needs for maximum use and limited resources, utmost creativity and free expression with compliance with relevant laws and regulations, wide dissemination of information with privacy and confidentiality, individual desires with the needs of the broader community, flexibility with the need to set priorities when resources are particularly limited, and the need to balance rights with responsibilities.

The purpose of this policy is to establish a framework for computer usage at Indiana University of Pennsylvania and within the iup.edu computer domain. Given the rapid evolution in technology, and the growing importance of computing in the teaching, learning and research process in higher education, a policy is imperative. At the same time, it is understood that no policy can keep up to date on all aspects of computer technology, software, hardware, communications, and so forth; rather, this policy is meant to set forth some general guidelines of usage which must be interpreted by appropriate authority given rapidly changing conditions.

The University is committed to providing sufficient computing services to meet the educational needs of each student. Students studying disciplines in which the primary responsibility lies in direct instruction about computing will be given adequate, ongoing opportunities for training to use appropriate technology.

The University is committed to providing computing services to facilitate the administrative decision making process and to maximize efficiency in classroom management and student advisement. Central to this goal is an integrated information system containing data that are reliable, accurate, timely, valid, secure and readily accessible in a usable form. Other essential components include office automation, electronic mail, automated library management and a communications network.

The University shall provide adequate access to the computing resources necessary to support the scholarly and research activities of students, faculty, and staff. Automated library services will be supported as an essential element of this goal.

2. Scope:

This policy applies to all IUP employees, students and alumni, the Foundation for IUP, organizations officially associated with the University, and all users of IUP computer resources, including external users using university computing resources under agreement and/or contract. This policy applies to all information within the iup.edu domain, regardless of whether the information is stored on central university computers, university-owned distributed networks, and individual microcomputers owned by the university, including software that is privately owned but stored on IUP computers.

3. Objective:

The objective of this policy is to establish consistent, clear guidelines for all computer usage in the Indiana University of Pennsylvania community which conform to other relevant university policies, state, local and national laws and the efficient and equitable use of computing resources across the university community in accordance with priorities established by the university Senate.

4. Policy:

Resources and Operation.

The university's commitment to providing access to computing resources to all students, faculty, staff and other users notwithstanding, university resources are limited, and the right to use computing resources does not extend to activities which unfairly deprive other potential users of access to computing resources, or which imposes an unnecessary burden upon the university. All users have an obligation to use resources responsibly, aware that their use does cost the university, the Commonwealth of Pennsylvania and its citizens real money to provide.

Computing administration has an obligation to suspend activities which they deem to pose a clear and present threat to the efficient operation of and equitable access to university computing resources, pending investigation and if necessary a hearing on the activity. Such suspension is a temporary measure only, and should whenever practical, be preceded by warning and a clear explanation of the inappropriate activity. Among the activities which can be limited by computing facilities' staff or administration are:

1. Excessive printing, especially large numbers of multiple copies of the same output that would be more appropriately photocopied or otherwise duplicated.
2. Multiple log-ins, or the concurrent use of more than one computer or connection, unless specifically authorized as part of a project.
3. Computing activities that utilize relatively high amounts of computing resources such as bandwidth or disk space without commensurate academic benefit. Examples might include public domain MP3 websites, games, "finger" and "ping" commands, and frivolous electronic mail messages. These activities are allowable when resources are sufficient that engaging in them does not unduly limit other users' access and performance.
4. Unnecessarily maintaining large files on public disk storage facilities when these files are not needed, not frequently accessed or when alternative storage media may be more appropriate.

Ethical Issues. Use of university computer resources must be within ethical bounds at all times, and for appropriate uses only. Users are expected to follow normal standards of ethics and civil conduct in their use of the computing resources. Responsible user behavior includes consideration for other users, as well as efficient use of the computing resources. It is expected that users will behave responsibly, ethically, and civilly even in the absence of reminders or enforcement. No member of the university community or user of university computing resources may use those resources to harass, or intimidate individuals or groups of people. No user of university computing resources may use those resources to deliberately interfere with the operation of university computing, to gain access to information without authorization, to disable security mechanisms of the computers, to deliberately modify or destroy data,

software or hardware without authorization. No user of university computing resources may lend, borrow, or use other user IDs and computer accounts that have not been specifically authorized for that person. The attempt to discover other users' IDs and passwords is strictly forbidden.

Legal Issues. The iup.edu computer domain is university property, and all activities within that domain, whether conducted on a university-owned microcomputer, the central university computers, or distributed networks must comply with all relevant federal, state and local laws and regulations, including but not limited to all copyright, trademark and patent laws, as well as all relevant university policies and regulations, including but not limited to, the University Policy on Sexual Harassment, the Information Protection Policy, and the Software Policy. No user of university computer resources may make unauthorized copies of licensed software. The use of university computing resources for non-university commercial purposes is allowed only with special permission of the university administration, and only when such usage does not deprive the university community of computing resources.

Privacy Issues. IUP endeavors to maintain the privacy of electronic communications. The unauthorized viewing of electronic mail that is not specifically intended for the reader is strictly forbidden, except as detailed below. Users, however, should be aware that practical considerations limit the ability of the university and computing facilities administration to guarantee the absolute security of electronic mail, and users must treat their electronic communications accordingly with prudence and discretion. In certain cases of misdirected and unreturnable electronic mail, computing administration may view the header contents of an electronic mail file in order to determine and forward it to its proper destination, and for this reason only.

Liability. IUP will make every effort to correct mistakes, and improve conditions and performance of computing resources. IUP cannot, however, be held liable for any losses, including lost revenues, or for any claims or demands against IUP as a result of damages due to loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a computer consultant or staff, or any other damages arising from the use of IUP's computer facilities. Such damages include consequential damages caused by IUP.

Penalties. Violation of state, federal, or local laws will be reported to the appropriate authorities. Violation of university policies or ethics will be dealt with by the appropriate body, whether the judicial board in the case of students, or the college dean in the case of faculty. Computing administration may only suspend computer access pending a hearing on the alleged violation of policy. The Senate shall establish a Computer Hearings Board, composed of members of all university senate segments which shall meet as needed to deal with violations of this policy and to assess appropriate penalties. Such penalties may include temporary suspension of computer access, limitations imposed upon type of computer access, or full termination of access to university computer resources. These penalties are independent of any judicial board or other penalties.

5. Definitions:

Computing Administration: IUP personnel, faculty and staff who are directly responsible for the administration of university computer resources and who are responsible to the Associate Provost for Academic Administration. These include but are not limited to, the directors of academic and administrative computing, college computer assistants, lab directors and assistants.

University Computing Resources: These include resources such as hardware, software, books and manuals and personnel which facilitate the computing mission of IUP, including the iup.edu Internet domain and its associated bandwidth. University computing resources include but are not limited to items owned by the university: computers, micro-computers, networked and Local Area Networks, mainframe clusters, printers, scanners, monitors, modems and Ethernet connections, fiber optic cables for data transmission, disk drives, computer projection devices, computer labs and public areas, university-licensed software and shareware available on the above. The information and data on said computers, however, remains the property of their creators. For faculty this is in conjunction with the provisions of the Collective Bargaining Agreement between APSCUF and the State System of Higher Education.

University-Wide Academic Software And Hardware: Software and platforms which are used across the university in teaching and learning such as word processors, spreadsheets, web browsers, and communications software, which are licensed or purchased by the university for the entire university community, including public labs.

6. Responsibilities:

Users Have the Following Responsibilities: to use computing resources responsibly and to adhere to the policy, and all related university policies, state and federal laws and regulations.
The University Has the Following Responsibilities: to provide computing resources to the university community within the limits of resources.
Computing Administration Has the Following Responsibilities: to monitor computer resource usage for compliance with this and other related university policies, state and federal laws and regulations. Computer administration also has the responsibility to suspend computing activities which it deems to be in violation of this and other related university policies, state and federal laws and regulations pending a hearing by the Computer Hearings Board.
Academic Computing Advisory Committee Has the Following Responsibilities: to establish a procedure whereby university-wide academic software and hardware is recommended for purchase, license and/or installation in a manner that is both equitable, open and expeditious.

7. Procedures:

Computing administration is primarily responsible for the enforcement of this policy. Preliminary determination of violations may result in temporary suspension of computer access. Termination of student computer access and other penalties will only result after an appropriate Judicial Process hearing.

ACPAC Distance Education Action Team

Recommendation

It is our understanding from the information presented by the Provost to the members of the Distance Education Action committee that:

1. IUP is committed to promote the use of distance education in achieving it's mission, and
2. Funds, manpower and resources for engaging in distance education on a large scale are not readily available. However, the current use of existing technology on campus will be encouraged and supported.

As a result, we recommend that the University fully support and immediately concentrate on piloting three Distance Education programs namely:

> a. General education summer courses
>
> b. A Certificate program in Safety Sciences and
>
> c. Teachers' certification;

through a team approach involving all related constituents, such as the Financial Controller's Office, the Dean's office, IDC, the Video Conferencing Center, Computing Services, and the School of Continuing Education. The outcomes of each program must be annually review by ACPAC for recommending continued support.