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 1999-2000

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

Indiana University of Pennsylvania

ACPAC

August 30, 1999 Meeting

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

Agenda

1. Chair's Report
   - Membership, Action Teams
   - ATS Director Position
   - Laser Printing Cost Recovery (McFerron)
   - Civility Poster
   - Faculty Computer Replacement Plan
2. Old business
   - Web Authoring and Development Suite (direct TSC to conduct study)
   - Graphic Package Suite
   - Operating System Upgrades and software in the public labs (McFerron)
   - CS Proposal at Council of Deans
3. Report from the action teams:
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair
   - Vision - Butzow, Chair
   - Transition - Shubra, Chair
   - Training - Moore, Chair
   - Report from the Provost's Office - Dr. Piwinsky

4. New Business
   - WebMail feedback request
   - PR Plan
   - Student portion of Microsoft software agreement

Created and maintained by Francisco Alarcón.

Last Modified on

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the August 30, 1999 Meeting.

In attendance: Ausel, Butzow, Carter, Donley, Eck, Elliott, Fowler, Grieggs, Joseph, Luckey, McFerron, McPherson,   Petersen, Piwinsky, Moore, Pugnucci, Palmisano, Scandrett, Smith.

Guest: Kimberly Raymond (awaiting appointment as student representative).

Excused: Alarcón.

Absent: Hooks, Jackson, Kolb, Mancuso, Murthy, Shubra, Yost.

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

Proceedings:

Approval of Minutes from June 28, 1999 Meeting.

The minutes of the June 28, 1999 ACPAC meeting were approved as published.

Chair's Report:

Membership, Action Teams

Several new ACPAC members were welcomed: Dr. Joan Elliott from Prof. Studies in Education a new COE representative; Dr. Jim Hooks, Librarian, Armstrong Campus representative (not present); and Dr. Jim Petersen, the new Dean of the Graduate School and Research. We are still waiting for an appointment from the Eberly College of Business and the two student representatives.

Francisco has removed his name from the action teams with which he was originally associated. He believes it is best if he just interacts as chair with the different teams without being formally a member in any of them. There are several new and not so new members that are not currently in any action team. Rick McFerron will be sending e-mail

to these ACPAC members requesting their preferences for joining an Action Team. It was suggested that each ACPAC member should contribute to at least one Action Team and that no one should serve on more than two.

ATS Director Position

Mark Piwinsky made the formal announcement that Rick McFerron has accepted the permanent appointment as Director of Academic Technology Services.

Laser Printing Cost Recovery

The system to monitor and charge for laser printing in the labs has been tested and is now fully functional. A charge of 3 cents per printed page will be assessed beginning 7 Sep 99.

Civility Poster

During the summer a group of people under the leadership of Dr. Rhonda Luckey completed the civility poster that I hope you will have seen by now. Thanks for the excellent job Rhonda!

Faculty Computer Replacement Plan

As you may recall the Provost charged ACPAC to 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 last June. Francisco will chair this subcommittee and we will present a plan to ACPAC for approval at the September meeting.

Old Business:

Web Authoring and Development Suite
Graphic Package Suite
Operating System Upgrades and software in the public labs

These three software issues were discussed together. It was suggested that criteria for evaluation of the software should be created and forwarded to the TSC. There was some discussion regarding the specifics of the versions of software (eg: Frontpage) installed in the labs. It was generally agreed that a change in the PC operating system and the office suite should be considered for the Fall 2000 semester. Rick McFerron made it clear that any change of this magnitude must be made during the summer. The timing of this change must be coordinated with curricular needs.

A motion was proposed that would register ACPAC's intention to adopt new versions of the software for the labs. After some discussion of how much lead time is needed for the faculty, the motion was revised and the following motion was passed:

> *Academic Technology Services is charged to recommend to ACPAC by the January, 2000 meeting exactly which operating system and version of the Office suite should be adopted for the labs for the Fall 2000 semester.*

It was agreed that the Graphic Package Suite should be the next item discussed and that it should remain on the agenda under old business.

CS Proposal at Council of Deans

Dr. Eck is discussing this proposal with the Provost. No further action is required by ACPAC.

Reports from the action teams:

Distance Education--Joseph, Chair

This team is meeting with the Provost on Friday to continue the discussion regarding their proposal.

Student Computing--Luckey, Chair

This team will be establishing a meeting schedule. It will also confirm the appointment of the student members.

Vision/PR--Butzow, Chair

This team will be meeting soon. It will need to work with the chairs to clarify the specific role of this team.

Transition--Shubra, Chair

No activity.

Training - Moore, Chair

A position paper was submitted. Training on the common desk top and foundation

training is underway. The faculty help desk is needed.

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

1. The Microsoft Campus Agreement has been finalized. This covers many Microsoft client software packages, including Windows, Office, Frontpage, and Visual Studio. The arrangement calls for a single payment to Microsoft based upon FTE faculty and staff. The payment for this year was made by the Provost's office. This allows the university to install the software on any university machines. It also allows faculty and staff to install the software on personal machines.

2. The student PC purchase arrangements have been made with Dell and Gateway. Seven SSHE institutions are included. Web pages and additional information regarding these plans is forthcoming.

3. The upgrade to the academic network to allow central student authentication and home directories is progressing. Approximately $200,000 is required with all but $70,000 earmarked for this purpose.

4. The arrangement with Bell Atlantic where users may purchase high speed connectivity to the home is pending. The Bell model will allow the user to be connected to the campus network. The cost is about $50/month. The arrangement with Stargate will continue.

New Business:

WebMail feedback request

The College Technology Managers report that this is a useful product. This is a web-based product that will interface with existing e-mail accounts. The initial cost is $10,000 with an annual payment of $5,000. The following motion was passed unanimously:

> *ACPAC recommends to the TUC that the WebMail product be adopted for general use.*

PR Plan

The Vision/PR Action Team should work to develop guidelines for ACPAC. The goals include raising visibility of ACPAC across campus. The relationship with the Council of Deans should be strengthened. The flow of information to and from ACPAC should be enhanced and may possibly be accomplished electronically. The chairs will work with the Vision/PR team.

Student portion of Microsoft agreement

A student portion of the Microsoft Campus Agreement is available. This would necessitate a payment to Microsoft based upon FTE students. This fee would be approximately $15 per student per year. Students would then be permitted use of the software the same as faculty and staff. Students would be permitted to take copies of the software with them when they leave the university in good standing. Student Technology Services will propose a mechanism to distribute the software and facilitate ongoing support. Specific colleges could enter into this agreement with a minimum of 500 students but this could cause additional problems. Discussions will continue with the students and with the Student Affairs Division.

Additional update

The Residential Computer Centers have been upgraded to include 54 seats in 5 residence halls with 24 hour access and surveillance.

Next Meeting: **Monday, September 20, 1999, 3:30-5:00 PM, ECOB 201**

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC

September 20, 1999 Meeting

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

Agenda

1. Chair's Report
   - Welcome to new member, Dr. Robert Soule
   - Faculty Computer [Replacement Plan](#)
2. Old business
   - Web Authoring and Development Suite (update)
   - Graphic Package Suite
3. Report from the action teams:
   - Report from the Provost's Office - Dr. Piwinsky
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair
   - Vision - Butzow, Chair
   - Transition - Shubra, Chair
   - Training - Moore, Chair
4. New Business
   - [Request to eliminate Gopher](#)
   - Review of ACPAC computer standards

Created and maintained by [Francisco Alarcón](#).
Last Modified on

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the September 20, 1999 Meeting.

In attendance: Alarcón, Butzow, Carter, Donley, Eck, Fowler, Grieggs, Jackson, Kolb, McFerron, Moore, Murthy, Palmisano, Scandrett, Soule, Yost.

Excused: Ausel, Joseph, Luckey, Petersen, Smith.

Absent: Elliott, Hooks, Mancuso, Pagnucci, Piwinsky, Shubra .

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

Proceedings:

Approval of Minutes from August 30, 1999 Meeting.

The minutes of the August 30, 1999 ACPAC meeting were approved as published.

Chair's Report:

Welcome to new member, Dr. Robert Soule

Francisco extended a welcome to Dr. Robert Soule who is serving as the representative from Health and Human Services. Student appointments to ACPAC will be finalized soon.

Faculty Computer Replacement Plan

ACPAC has been charged by the Provost to propose a plan for the distribution of approximately $160,000 in ESF funds that were reserved for the upgrade of faculty PCs. About $20,000 was reserved from each college ESF allocation to facilitate this plan. An ACPAC subcommittee consisting of Alarcón, Butzow, Joseph, and Kolb, (Scandrett, excused), met and discussed the issue. Rick McFerron was requested to update the inventory summary to provide sufficient information to consider plans for the upgrade. The general approach in the proposal should be to upgrade those faculty machines that are still at the 386 or 486 level.

There is some concern on the part of the deans about the use of these funds. Dr. Eck suggested that he would have to invest a considerable amount to bring an $1,100 PC up to an appropriate level. Dr. Carter highlighted that $20,000 has been contributed by each college to this effort. Dr. Butzow suggested that his college may not need any assistance to get to the ACPAC standard this year, and that he can sanction his $20,000 contribution toward the effort of the university if the plan is to bring faculty without sufficient computing power to the minimum standard. However, he does not want to be repeatedly penalized for having the faculty in his college at the standard.

It was agreed that a plan for this year must be proposed with the future impact of a multi-year upgrade for faculty PCs considered. It was suggested that the possibility of raising the ESF should explored.

The need to support the acquisition of new PCs with sufficient faculty training was emphasized. There was some discussion of the ACPAC minimum standards. Details of this discussion may be found below under New Business. To help understand this entire effort, it was emphasized that the Provost's efforts are focused on providing all faculty a PC sufficient to utilize the network and provide communication to the faculty via a graphical e-mail client.

Once a reasonable estimate of the current state of faculty PCs is made available, the subcommittee will develop a proposal and present it by the November ACPAC meeting.

Old Business:

Web Authoring and Development Suite (update)

Examples of Web authoring software are Frontpage, Netscape Composer, and Dreamweaver. It is recognized that some unit such as the TSC should be directed to research these packages. Factors that should be considered are cost, training, and support. It was agreed that a subcommittee consisting of Donley, Jackson, and Yost should be convened to delimit the factors that should be considered.

Graphic Package Suite

It was agreed that discussion of the Graphic Package Suite would be postponed to another meeting.

Reports from the action teams:

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

No report

Distance Education--Joseph, Chair

In Tony Joseph's absence, it was suggested that the team is waiting for feedback from the Provost on the recommendations. Concern about the overall administration of distance education should include the activities of Continuing Education, the IDC, and the Video Conferencing Center.

Student Computing--Luckey, Chair

This team will be meeting soon to develop an agenda for the year.

Vision/PR--Butzow, Chair

Butzow will be meeting with Alarcón and McFerron to set the direction for this team.

Transition--Shubra, Chair

No report.

Training - Moore, Chair

No report.

New Business:

Request to eliminate Gopher

Some discussion about the use of this product resulted in asking Paul Grieggs to report some usage figures. The following motion was passed:

ACPAC approves the request from the TSC to eliminate the Gopher service. (motion: Moore, second: Donley)

Review of ACPAC computer standards

There was a great deal of discussion about the ACPAC minimum standards. The need for additional levels of standards was considered. The need to modify the standards and replace PCs on a regular basis was mentioned.   Items to consider are the network, disk space and the utilization of software such as the office suite. Factors such as minimum memory and disk space are dependent upon the version of the operating system and the office suite that are being utilized. ATS was requested to review the standards and develop a recommendation on when the standards should be updated.

Next Meeting: **Monday, October 25, 1999, 3:30-5:00 PM, ECOB 201**

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC

October 25, 1999 Meeting

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

Agenda

1. Co-Chair's Report
   - Welcome to new members:
     - Joel Anderson (Punxy Campus)
     - William Bell (Student Congress)
     - Ben Dadson (College Technology Manager)
     - Keith Hamilton (Graduate Student Assembly Representative)
     - Ramesh Soni (ECOB Representative)
     - Ed Zimmerman (College Technology Manager)
   - Alternative URL for ACPAC (www.iup.edu/acpac)
   - Action Teams Membership Assignments
   - Y2K Information from TSC
   - Web Calendar Feedback
2. Old business
   - Web Authoring and Development Suite
   - Computer Replacement (Inventory Summary)
   - Review of ACPAC standards (Recommendation from ATS, Proposed configurations)
   - Status of Instructional Technology Task Force
3. Report from the action teams:
   - Training - Moore, Chair
   - Report from the Provost's Office - Dr. Piwinsky
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair
   - Vision - Butzow, Chair
   - Transition - Shubra, Chair
4. New Business
   - Process for modifying current services on the VAX

- ❍ Replacing FrontPage98 to FrontPage2000 in the Spring of 2000

Created and maintained by [Francisco Alarcón](#).
Last Modified on

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the October 25, 1999 Meeting.

In attendance: Alarcón, Anderson, Ausel, Bell, Butzow, Carter, Dadson, Donley, Eck, Elliottt, Fowler, Grieggs, Hamilton, Jackson, Kolb, Luckey, McFerron, Moore, Pagnucci, Piwinsky, Shubra, Soni, Soule, Yost, Zimmerman.

Excused: Joseph, Petersen.

Absent: Hooks, Palmisano, Scandrett.

Proceedings:

Approval of Minutes from September 20, 1999 Meeting.

The minutes of the September 20, 1999 ACPAC meeting were approved as published.

Chair's Report:

Welcome to new members

Francisco extended a welcome to Joel Anderson from the Punxsutawney Campus, William Bell, Student Congress representative, Ben Dadson and Ed Zimmerman new College Technology Manager representatives, and Keith Hamilton, Graduate Student Assembly representative. Ramesh Soni, ECOB representative was recognized later in the meeting. Currently, there are no vacancies in the ACPAC membership and our total member count is 30.

Alternative URL for ACPAC

The ACPAC home page is available from an alternative URL which is www.iup.edu/acpac

Action Team membership assignments

Rick McFerron has communicated with several ACPAC members concerning action team membership. The action team membership listed on the home page should be current.

A discussion regarding the purpose of the action teams and their similarity to the TLTR model resulted in the following motion being passed:

> *ACPAC action teams shall be formed to address specific issues and should be dissolved once that issue has been addressed. Furthermore, each existing action team shall take a critical look at the objectives of the team and report the status of outstanding issues to ACPAC. Current action teams should justify their continuance or elect to dissolve the action team.*

Y2K Information from TSC

Information from the TSC regarding Y2K was shared with the group. ACPAC members were charged to relay this type of information to their constituents.

WEB Calendar Feedback

The TSC requested feedback from ACPAC and academic computing regarding a proposed WEB calendar product by CorporateTime. The College Technology Managers had some opportunity to evaluate the product and found in lacking in some key functions such as integration with NT. ACOC has moved to adopt this product to meet the need created by the fact that the VMS calendar product is not Y2K compliant. After some discussion regarding the need for this decision the following motion was passed.

> *ACPAC recognizes the need for a interim electronic calendar product but suggests to the TUC that the WEB calendar product being adopted should be subject to further review in one year.*

It was determined that an action team should be created to address this issue. A motion to create an action team to coordinate and interact with the ACOC and the TUC on this matter was passed.

> Action Team members: Dadson, McFerron, Moore, Zimmerman
> Convener: McFerron
> Charge: Identify criteria for evaluation of enterprise calendar products

Old Business:

Web Authoring and Development Suite (update)

A set of criteria for evaluation of Web authoring software was made available to ACPAC by an action team charged with that task (Yost, Jackson, Donley). Comments regarding the potential products questioned whether software such as Frontpage or WORD should or should not be included on the list. It appears that different levels of web authoring functionality are needed. A motion to form a new Action Team was passed.

> Action Team members: Alarcón, Jackson, Yost plus faculty members from
> Computer Science (Cross and/or Micco)
> Convener: Alarcón
> Charge: Interact with the TSC to develop a plan to evaluate Web authoring
> tools

Computer Replacement (Inventory Summary)

In regard to the faculty replacement plan requested from the Provost, the following motion was passed:

> *ACPAC recommends that the entire ESF allocation designated for faculty*
> *PC upgrades for this year be distributed evenly to permanent faculty*
> *throughout the university who do not have available to them a PC that*
> *meets that ACPAC minimum standard. These funds should be used to*
> *acquire a PC such as the ACPAC recommended new purchase PC that can*
> *be acquired for approximately $1,000. Colleges may distribute these new*
> *PCs as they see fit as long as those faculty who do not have a PC that meets*
> *the ACPAC minimum, reach that minimum.*

This action will be communicated to the Provost by 1 Nov 99. Dr. Piwinsky indicated that it is the intent of the ESF committee to provide sufficient funds for faculty PC replacement to allow a reasonable replacement cycle.

Review of ACPAC standards (Recommendations from ATS, Proposed configurations)

A recommendation by Academic Technology Services to review the ACPAC minimum standards each semester using the academic desktop in the University Computer Labs as guide was accepted by ACPAC. A recommended changed to the standards was rejected and a motion to create an action team to review the standard was passed:

> Action Team members: Butzow, Pagnucci, McFerron, Soni
> Convener: McFerron
> Charge: Review ACPAC standards for minimum and new purchase PCs

and modify if appropriate

Status of Instructional Technology Task Force

Discussion of this item was postponed to a future meeting.

Reports from the action teams:

Training - Moore, Chair

The Training Action Team will gather information about training offerings and discuss the appropriateness of a needs assessment.

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

The Microsoft Campus Agreement requires the university to keep records of software distribution and notify users of the terms of the agreement on a yearly basis. Details on the distribution of software will be available through the College Technology Managers.

Plans for the student home directory service are progressing and delivery is expected by January 2000.

Distance Education--Joseph, Chair

A meeting will be scheduled soon.

Student Computing--Luckey, Chair

This team met this morning and received a review of Student Technology Services activities. Also discussed was computing in the residence halls and the need to clarify the judicial referral process in regard to computing infractions.

Vision/PR--Butzow, Chair

This action team will be reconfigured to be the Communications Action Team.

Transition--Shubra, Chair

This team will be re-instituted to examine its mission.

New Business:

Process for modifying current services on the VAX

Item not discussed.

Replacing Frontpage with FrontPage2000 in the Spring of 2000

Rick McFerron will explore this issue and make a recommendation to ACPAC.

Next Meeting: Monday, November 22, 1999, 3:30-5:00 PM, ECOB 201

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC

November 22, 1999 Meeting

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

Agenda

1. Co-Chair's Report
   - [ATS Recommendation](#) for FrontPage
   - Faculty Computer Replacement ([Updated Inventory Summary](#))
2. New Business
   - Process for modifying current services on the VAX
   - [AV Problem](#) Discussed at NS&M Committee
3. Report from the action teams:
   - Report from the Provost's Office - Dr. Piwinsky
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair
   - Communications - Butzow, Chair
   - Transition - Shubra, Chair
   - Review of ACPAC standards - McFerron, Convener
   - Training - Moore, Chair
   - Web Calendar - McFerron, Convener
   - Web Authoring and Development Suite - Alarcón, Convener
4. Old Business
   - Status of [Instructional Technology Task Force](#)

Created and maintained by [Francisco Alarcón](#).
Last Modified on

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the November 22, 1999 Meeting.

In attendance: Alarcón, Anderson, Ausel, Bell, Butzow, Carter, Donley, Eck, Elliottt, Fowler, Grieggs, Hamilton, Jackson, Joseph, Kolb, McFerron, Moore, Petersen, Shubra, Soule, Yost, Zimmerman.

Excused: Palmisano, Piwinsky, Soni.

Absent: Dadson, Hooks, Luckey, Pagnucci, Scandrett.

Proceedings:

Approval of Minutes from the October 25, 1999 Meeting.

The last sentence of the report from the Provost's office was deleted. It originally read: "Additional directories may be available based upon the class/section structure." The minutes of the October 25, 1999 meeting were approved as modified.

Co-Chairs' Report:

Francisco suggested that the current agenda order will allow ACPAC to address important timely items under New Business.

ATS Recommendation for FrontPage

Academic Technology Services presented the following recommendation:

> Academic Technology Services seeks the approval of ACPAC to install Frontpage 2000 in the University Computer Labs for the Spring 2000 semester.

> Rationale: Faculty members in departments that provide instruction using this software are requesting the most current version be available for student use. The two departments that have been most emphatic about this change are Computer Science and Technology Support and Training.

Impact: Frontpage 98 will no longer be available. Some instructors in other departments may have to be prepared to adjust to this change.

A motion to accept this recommendation was passed. It was requested that e-mail notice be given to faculty members regarding this change and training and consultation be offered if necessary.

Faculty Computer Replacement

It was reported that of the 621 teaching faculty there are 147 non-standard computers. At a cost of approximately $1,000 per computer the 147 are scheduled for replacement this year. Ideally all faculty computers would be on a three-year replacement cycle. The disbursement of funds for this purpose has not yet been established. There was a suggestion that each college be able to configure computer systems to meet their own needs. With the assistance of the college Technology Managers they would then be responsible for completion of DPR's which would then be processed through the Provost's office.

New Business:

Process for modifying current services on the VAX

It was recommended that the TSC provide a listing of current users and/or usage of the Academic VAX. It was further recommended that the TSC notify ACPAC of any changes scheduled and a warning be issued before any applications are removed. The Transition Team will address issues of transition from the VAX. Special care needs to be given to the conversion of data. The identification of those responsible for the items in the Transition Team report must be resolved.

AV Problem Discussed at NS&M Committee

Dr. Fowler reported on the status in Media Resources and announced that Ed Zimmerman is the Acting Temporary Media Services Manager. At this time, installation is not included in budgets for renovations. Regarding the installation in Uhler, she stated that there is no money in the budget to complete the installation. It was suggested that it should not be up to the Psychology Department to complete the renovations on their own.

According to the provost there will be no additional staff for AV/media maintenance. At this time there is one person on campus to maintain AV equipment. He estimates that 20% of his time is spent repairing equipment. Media Resources is working on a web page with recommended equipment they are able to support and providing advice for problems. With the departure of Rich Bush, there is no one available for the design and installation of media equipment in classrooms. It was suggested that computer support personnel may have a role and expertise for this necessary function.

As far as the IDC & Media Resources, there is a job description for a permanent position being drafted and hopefully filled by next year. Dennis Ausel discussed the fact that the Provost promised base level equipment in every building and that this has not been done. There is a problem with instructors not being able to find equipment when they have a need for it. It was suggested that there is a need for a central department to accommodate requests for AV equipment. The following motion was passed:

> *An Action Team shall be created to address the university needs for AV and media support. This team shall draft a letter to Senior Staff on the issue of AV equipment and classroom design. The team shall consist of Ausel, Bell, Eck, and Fowler. Ausel will convene this action team.* (motion: Donley, 2nd: Pagnucci).

Reports from the action teams:

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

No report.

Distance Education--Joseph, Chair

The details of the CBA related to Distance Education are being interpreted. It appears that it may be more costly for the university to offer distance education courses. In the future, the may be offered contingent upon the enrollment level. Of the three courses offered last summer the enrollments were 13, 9, 11.

Student Computing--Luckey, Chair

This team met the morning of November 22 and discussed student computer purchases and the mission and goal statements. The Microsoft Campus Agreement for Students was discussed and William Bell, Student Congress Representative stated that the Student Senate needs to be educated on the MSCA. Rick McFerron will attend their next scheduled meeting, Monday, November 29 at 7:30 to explain the agreement and answer questions. There are barriers to assessing a fee for the MSCA and the Student Senate needs to determine if they want to explore this issue further. A fee of approximately $15.00 per student would allow a payment of approximately $210,000 annually to Microsoft for this agreement.

It was discussed that as more students bring their own computers, the need for centralized public labs might decrease. This might bring about the need for more specialized labs. It was suggested that it be recommended to the Student Congress that a telephone survey be done regarding student computer usage and interest.

Communications--Butzow, Chair

This action team recommended that the ACPAC webpage be more accessible and that steps be taken to advertise its existence to the university community. It was also recommended that a FAQ be maintained to answer common questions regarding computer purchases and usage. This would also serve to direct questions about purchasing hardware and software to the proper persons.

The following agenda items were dismissed due to lack of time:

Transition--Shubra, Chair

Review of ACPAC standards--McFerron, Convener

Training - Moore, Chair

Web Calendar--McFerron, Convener

Web Authoring and Development Suite--Alarcón, Convener

Old Business:

Status of Instructional Technology Task Force

A motion to adjorn the meeting was passed at 5:00 PM (motion: Jackson, 2nd: Yost).

Next Meeting: Monday, January 24, 2000, 3:30-5:00 PM, ECOB 201

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC

January 24, 2000 Meeting

3:30 - 5:00 PM in ECOB 408

Agenda

1. Co-Chair's Report
   - Welcome to new member Andrew Gillham
   - Update on ATS Positions Searches
   - Update on Faculty Computer Inventory
   - Nominations Committee for Co-Chair Election
2. New Business
   - ATS Recommendation for OS and suite upgrades
   - Network Services Proposal
3. Report from the action teams:
   - AV Action Team - Ausel, Convener
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair
   - Communications - Butzow, Chair
   - Transition - Shubra, Chair
   - Review of ACPAC standards - McFerron, Convener
   - Training - Moore, Chair
   - Web Calendar - McFerron, Convener
   - Web Authoring and Development Suite - Alarcón, Convener
   - Report from the Provost's Office - Dr. Piwinsky
4. Old Business
   - Upgrade to FrontPage
   - Status of Instructional Technology Task Force

Created and maintained by Francisco Alarcón.

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the January 24, 2000 Meeting.

In attendance: Anderson, Ausel, Bell, Butzow, Carter, Dadson, Elliottt, Fowler, Gillham, Joseph, Luckey, McFerron, Petersen, Piwinsky, Shubra, Soni, Yost, Zimmerman.

Excused: Alarcón, Donley, Grieggs, Hooks, Jackson, Kolb, Moore, Pagnucci, Scandrett.

Absent: Eck, Hamilton, Soule.

Proceedings:

Approval of Minutes from the November 22, 1999 Meeting.

The last sentence in the second paragraph of the section titled "AV Problem Discussed at NS&M Committee" was corrected to read: "It was suggested that computer support personnel may have a role and expertise for this necessary function." The minutes of the November 22, 1999 meeting were approved as modified.

Co-Chairs' Report:

Welcome to new member Andrew Gillham

Andrew Gillham was welcomed as a new member of ACPAC. He is from the Art Department and is assuming the seat on ACPAC formerly held by Susan Palmisano.

Update on ATS Position Searches

Rick McFerron provided an update on the status of searches for academic technology support positions. The Manager 3 position in Natural Sciences and Mathematics has been filled by Joseph Shyrock. This college is concluding a search to fill their Information Technology Technician position. The College Technology Manager position in Health and Human Services has been offered to Steve Linta. Review of candidates for the College Technology Manager position in the College of Fine Arts will begin January 25. Interviews for the Academic Technology Services position of Coordinator of Technical Services have been scheduled as follows: Brad Smith, 28 Jan 00; Justin Loucks, 31 Jan 00; Jill Clelland,

2 Feb 00. ACPAC members were encouraged to attend an open interview session each of those days in Sutton 218 at 9:45.

Update on Faculty Computer Inventory

A revised summary of faculty PCs is available on the ACPAC webpage. As of this date, 125 PCs need to be purchased to bring all tenured and tenure track faculty to the ACPAC recommended minimum. Mark Piwinsky will provide specific information regarding the purchase of these PCs to the Council of Deans.

Nominations Committee for Co-Chair Election

Francisco Alarcón is serving on ACPAC as the representative of the University Senate. His term on the Senate will expire at the end of this academic year and he will be on sabbatical leave during the fall semester. Therefore, he will be unable to serve as the ACPAC Co-Chair. The following motion was passed:

> *A Nomination Committee (Action Team) shall be formed to suggest candidates for the position of ACPAC Co-Chair. This action team shall provide recommendations for the March ACPAC meeting so that an election can be held at that time. Members of this action team are: Gillham, Shubra, Yost.*

New Business:

ATS Recommendation for OS and suite upgrades

Academic Technology Services provided a recommendation that Windows 98 and Office 2000 should be adopted as standard software in the University Computer Labs. After some discussion, it was agreed that ACPAC members should communicate with their constituents on this matter and that the recommendation will be considered at the February meeting.

Network Services Proposal

Once complete, the final Networking Services Proposal will be posted on the ACPAC webpage. Home directory space for students has been implemented for the fall semester. Dr. Piwinsky suggested that this document may be inappropriately addressing a number of diverse networking issues. Some of these are student home directories, faculty home directories, course directory space, and WEB services.

Charlie Shubra requested that ACPAC be kept current on what services are currently on the VAX and when they are scheduled to be moved. Dr. Piwinsky stated that the VAX is being used at an increasingly higher percentage for e-mail and WEB storage. There was some discussion of faculty home directory space being maintained centrally rather than on college servers. It was suggested that

the status of VAX services should be reported regularly to ACPAC.

Reports from the action teams:

AV Action Team --Ausel, Convener

Dennis Ausel suggested inviting Dr. Staszkiewicz to the next ACPAC meeting to discuss the plan presented at last spring's town meeting regarding Level 1 equipment in each classroom. It was pointed out that Ed Zimmerman had spent time installing a wall monitor in a classroom. Dennis felt that maintenance and media services should possibly be doing this type of work rather than a manager. Dr. Fowler stated that Media Services has the costs for Level 1 items available. Nancy Yost expressed a concern that the size of a classroom should dictate the specific equipment required. Dr. Piwinsky pointed out that classrooms need to be identified and defined as Level 1, 2 or 3.   Installation of equipment is a major concern; it was pointed out that the Chemistry department had purchased equipment that has sat in the boxes for eight months waiting to be installed and the department still hasn't been able to get anyone to set up the equipment. The motion to invite Dr. Staszkiewicz to the next meeting was withdrawn. It was suggested that Level 1 for all classrooms would be a waste of money but Dr. Fowler said she would not recommend skipping Level 1. She has had numerous faculty contact her requesting Level 1 equipment. Ed Zimmerman said that a university-wide plan might not be as helpful as information regarding funding that would assist the colleges in planning.

Distance Education--Joseph, Chair

Tony Joseph suggested that ACPAC members review the e-mail message from Dr. Kolb that is posted on the web.

Student Computing--Luckey, Chair

Rhonda Luckey reported that William Bell and Rick McFerron addressed the student congress regarding information about the student portion of the Microsoft Campus Agreement. The student computing action team submitted the following motion that was passed by ACPAC:

> *ACPAC supports the efforts of the Student Computing Action Team to continue to pursue the feasibility of the student portion of the Microsoft Campus Agreement and solicit the opinion of the student population on this matter.*

Communications--Butzow, Chair

Dr. Butzow gave the report from the Communications Action Team which recommends that the ACPAC webpage be improved and made easier to access and use. Charlie Shubra suggested that an e-mail

should be sent to faculty highlighting action items after each monthly ACPAC meeting. Dr. Butzow agreed and said that this was consistent with the recommendations of the action team.

Transition--Shubra, Chair

Charlie Shubra suggested this action team requests an inventory of service delivered by the VAX. Dr. Piwinsky will provide this information. It was discussed that WEB mail services are being provided as an alternative to Outlook and Outlook Express. Dr. Piwinsky stated this software product was implemented as a service for faculty and staff who travel and desire a convenient way to check e-mail. Students are beginning to use this product heavily because of the ease of which they can check e-mail from the computer labs. Some discussion about ACPAC role in the adoption of products such as WEB mail led to the conclusion in this case that the WEB mail product was approved by ACPAC. A motion was passed at the August 30, 1999 meeting that states: "ACPAC recommends to the TUC that the WebMail product be adopted for general use." (see: minaug3099.html).
WEB mail is being used by a growing number of students which adversely effects the performance of this service.

Review of ACPAC standards--McFerron, Convener

Rick McFerron provided an updated version of the ACPAC recommended minimum and new purchase configurations as modified by the Standards Action Team. The recommendations were accepted by ACPAC. It was agreed that the standards should be reviewed prior to the fall semester.

Training - Moore, Chair

No report.

Web Calendar--McFerron, Convener

This action team has met and is preparing a presentation for the February ACPAC meeting.

Web Authoring and Development Suite--Alarcón, Convener

No report.

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

The deans will be provided with purchasing information for bringing faculty PC's up to the ACPAC minimum at their meeting on 1 Feb 00. The TSC R&D team is exploring alternatives for web authoring tools, priority being given to ease of use. Student Home Directories are in place with additional network services being planned and implemented. There will be a 4 to 5 week test period and then

documentation will be provided to faculty and students. The TSC is looking for 20 to 30 classes for testing purposes.

Old Business:

Upgrade to FrontPage

The upgrade from Frontpage 98 to Frontpage 2000 for the University Computer Labs was completed prior to the beginning of the spring semester.

Status of Instructional Technology Task Force

It was agreed that this agenda item should be addressed by the AV Action Team.

The meeting was adjourned at 5:00 PM..

Next Meeting: Monday, February 21, 2000, 3:30-5:00 PM, ECOB 201

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC

February 21, 2000 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. Co-Chair's Report
   - Welcome to new member Steve Hovan (NS&M)
   - Update on Various Searches
   - Faculty Computer Replacement (Orders)
2. New Business
   - Graphics Package Recommendation
3. Report from the action teams:
   - Nominations - Shubra, Convener
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair
   - Communications - Butzow, Chair
   - Transition - Shubra, Chair
   - PC Recommendation - McFerron, Convener
   - Training - Moore, Chair
   - Web Calendar - McFerron, Convener
   - Web Authoring and Development Suite - Alarcón, Convener
   - Report from the Provost's Office - Dr. Piwinsky
   - AV Action Team - Ausel, Convener
4. Old Business
   - OS and Suite Upgrades
   - Network Services Proposal
   - Report on the status of VAX-VMS Services

Created and maintained by Francisco Alarcón.

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the February 21, 2000 Meeting.

In attendance: Alarcón, Anderson, Ausel, Bell, Butzow, Elliottt, Gillham, Grieggs, Hamilton, Hovan, Jackson, Joseph, Kolb, Luckey, McFerron, Moore, Petersen, Piwinsky, Shubra, Soni, Soule.

Excused: Carter, Dadson, Fowler, Hooks, Pagnucci, Scandrett.

Absent: Eck, Yost.

Proceedings:

Approval of Minutes from the January 24, 2000 Meeting.

The minutes of the January 24, 2000 meeting were approved as they were published on the web.

Co-Chairs' Report:

Welcome to new member Steve Hovan (NS&M)

Steve Hovan of the Geoscience Department was welcomed as the new faculty representative for the College of Natural Sciences and Mathematics. Steve is replacing Ed Donley.

Update on Various Searches

Brad Smith will assume the duties of the Coordinator of Technical Services in Academic Technology Services on March 13, 2000. Tim Estep has begun as the College Technology Manager in the College of Fine Arts. David Schoenfelt is the new Information Technology Technician in the College of Natural Sciences and Mathematics. Steve Linta has accepted the College Technology Manager position in the College of Health and Human Services. An updated list of technology support personnel is available from the web (http://www.iup.edu/ats/cwis/people).

Faculty Computer Replacement (Orders)

A current summary of PCs for faculty is available from the ACPAC webpage (summaryfeb2100.htm). Purchase orders for three colleges have been placed with the anticipation that the other three colleges will be processed within the next week.

New Business:

Graphics Package Recommendation

Wayne Moore questioned whether the Microsoft Campus Agreement includes a graphics package. Rick McFerron reported that Microsoft Photodraw is not part of the MSCA. He will consult with the Provost's office to confirm this. It may be that CDs not covered by the MSCA (eg: Office Premium) and containing the Microsoft graphics package have been found periodically across campus After some discussion, it was determined that an action team should be convened to explore potential graphics packages and make a recommendation to ACPAC. This team consists of: Andrew Gillham, Steve Jackson, Steve Hovan, and Wayne Moore. Wayne will convene this action team.

Reports from the action teams:

Nominations--Shubra, Convener

Charlie Shubra reports that nominations for co-chair are still being sought. This action team will bring a slate of candidates for the next meeting.

Distance Education--Joseph, Chair

Dennis Ausel began the report for this action on behalf of Tony Joseph who arrived during the discussion. An e-mail message from Tony was distributed to the group. This document suggested an expanded charge for the Distance Education Action Team. It was determined that this action team should meet before making a formal presentation to ACPAC. It was suggested that Kay Wijekumar, Director of Distance Education Development be invited to participate. The action team will meet and bring back a motion based upon Tony's e-mail remarks.

Student Computing--Luckey, Chair

Rhonda Luckey distributed a summary of a phone survey, Project Pulse #59 – Microsoft Campus Agreement for Students Response Summary, and reviewed the results. This phone survey was conducted February 7 – 9 with IUP undergraduate students. She thanked student ACPAC members William Bell and Keith Hamilton for their assistance and help with this project. They are continuing their research and preparing a presentation for the Meeting of the Masses to be held March 16, 2000. The fee assessment model is being discussed with Cindy Strittmatter and Dr. Piwinsky. Dennis Ausel suggested they contact Penn State and other schools who already have similar projects in place to see how they are

handling charges and distribution of media.

Registration for fall via the web will begin March 24, 2000. William and Keith will provide assistance by arranging for students to participate in the testing of the web interface.

Communications--Butzow, Chair

There was no report from Dr. Butzow, but a copy of a report from this action team is available from the webpage at www.iup.edu/acpac/comm.html. Rick McFerron reported that he had sent e-mail to all faculty after the January meeting regarding the ACPAC webpage and items addressed at the meeting. He stated he would send another e-mail following this meeting

Transition--Shubra, Chair

No report.

PC Recommendation--McFerron, Convener

This action team was charged to present a set of minimum standards for the Fall 2000 semester. This proposal will be made at the next meeting. Charlie Shubra was added to this action team.

Training - Moore, Chair

No report.

Web Calendar--McFerron, Convener

No report.

Web Authoring and Development Suite--Alarcón, Convener

No report.

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

Dr. Piwinsky reported on the status of the faculty PC purchases. All pertinent information has been distributed to the deans. Other items to report:
- Banner version 3.0 will be used for fall registration beginning March 24, 2000.
- Current ACPAC minimum standards will accommodate Banner version 4.0
- Faculty advising reports will now be printed on network printers – same
    information but no longer on green bar paper.

- Banner and Cosmos will both be available for fall semester.
- There will be a mailing to faculty and students in the next two weeks regarding these changes.

AV Action Team --Ausel, Convener

No report.

Old Business:

OS and Suite Upgrade

The following motion was passed by ACPAC:

> *ACPAC accepts the recommendation of Academic Technology Services to implement Windows 98 and Office 2000 in the University Computer Labs for the Fall 2000 semester. (Motion: Butzow; second: Soni)*

Network Services Proposal

A Network Service Proposal has been developed by the TSC and is under discussion by the AOG and the TUC. A revised version will be shared with ACPAC in the future.

Report on the status of VAX-VMS Services

Paul Grieggs provided a [list of VMS services](#) for discussion. VMS transition issues will be pursued by the Transition Action Team. Questions regarding licensing costs led to the suggestion by Dr. Piwinsky that the state system may be able to negotiate site licenses where the volume from other SSHE schools may lower costs.

The meeting was adjourned at 5:00 PM..

Next Meeting: Monday, March 20, 2000, 3:30-5:00 PM, ECOB 201

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

ACPAC

Indiana University of Pennsylvania

ACPAC

March 20, 2000 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. Co-Chair's Report
   - Welcome new member Tom Kirkpatrick (College Technology Manager for NS&M)
   - TUC minutes
   - SSHE Conference
2. Report from the action teams:
   - Graphics Package - Moore, Convener
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair--Report
   - Communications - Butzow, Chair
   - Transition - Shubra, Chair
   - PC Recommendation - McFerron, Convener--Recommendation
   - Training - Moore, Chair
   - Web Calendar - McFerron, Convener--Proposal
   - Web Authoring and Development Suite - Alarcón, Convener
   - Report from the Provost's Office - Dr. Piwinsky
   - AV Action Team - Ausel, Convener
   - Nominations - Shubra, Convener
3. New Business
   - ACPAC representative to TUC Subcommittee on course directory services
   - Statistics Packages on the VAX
   - Information from ACOC (summary of activities)
4. Old Business

Created and maintained by Francisco Alarcón.

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 20, 2000 Meeting.

In attendance: Alarcón, Anderson, Ausel, Bell, Butzow, Carter, Dadson, Eck, Elliottt, Fowler, Grieggs, Hovan, Jackson, Joseph, Kirkpatrick, Kolb, McFerron, Moore, Petersen, Piwinsky, Shubra, Soni, Soule, Yost.

Excused: Luckey, Pagnucci.

Absent: Gillham, Hamilton, Hooks, Scandrett.

Proceedings:

Approval of Minutes from the February 21, 2000 Meeting.

The minutes of the February 21, 2000 meeting were approved as they were published on the web. *(Motion: Soni; second: Ausel).*

Co-Chairs' Report:

Welcome to new member Tom Kirkpatrick (College Technology Manager for NS&M)

Tom Kirkpatrick, the College Technology Manager for Natural Sciences and Mathematics was welcomed as a new ACPAC member. Tom is replacing Ed Zimmerman.

TUC Minutes

A link to the minutes for TUC (Technology Utilities Council) meetings is available from the ACPAC homepage (http://www.iup.edu/acpac) and is listed under "ACPAC Items of Interest."

SSHE Conference

The ACPAC homepage provides several links to information about the SSHE conference "Emerging Educational Technologies and Applications" to be held at Lock Haven University on May 22- 26, 2000.

This conference was formerly the "Computing Across the Curriculum Conference." IUP faculty are encouraged to submit presentation proposals.

Reports from the action teams:

Graphics Package -- Moore, Convener

Wayne Moore stated the action team is scheduled to meet this Friday to begin to review software and develop a recommendation.

Distance Education--Joseph, Chair

Tony Joseph presented the team's recommendations for endorsement. Dennis Ausel reported that the IDC is currently searching for a full time director. Nick Kolb explained that the School of Continuing Education is currently working with management and faculty to design a guide to developing distance education courses. They have already produced a curriculum committee form. Only tenured faculty members who give their permission are to be evaluated.

The action team submitted three recommendations for action by ACPAC. After some discussion the additional phrase "and the ESF committee" was added to the first recommendation. The recommendations were approved by ACPAC and recommend that:

1. The IDC be given assurance of continued financial support from management and the ESF Committee, and that the IDC should make public a five year plan for assisting faculty in instructional design and using technology in the classroom.

2. The School of Continuing Education develops a guide for faculty and departments wishing to develop distance education courses.

3. The university-wide curriculum committee develops a method for reviewing the delivery of the distance education courses, in particular the use of technology, interaction between instructor and student, and the quality.

Student Computing--Luckey, Chair

Rhonda Luckey was unable to attend and Rick McFerron provided the report on her behalf. He stated that the committee met Friday, March 17th for a Banner demonstration. Rich DiStanislao provided the orientation and said that the Honors College students would be registering online beginning March 27, Continuing Education would be next, followed by the rest of the students. He asked for everyone's patience during this transition period. Dr. Piwinsky reminded everyone present the COSMOS ceases to exist on campus in August.

Based on the results from the Project Pulse survey, the action team is continuing to pursue the student option of the Microsoft Campus Agreement. A report on the progress of this project will be provided at the next ACPAC meeting.

Communications--Butzow, Chair

Dr. Butzow suggested that this action team be disbanded. Recommendations from this team have been accepted and in part implemented. With no objections from the floor, this action team is disbanded.

Transition--Shubra, Chair

No report.

PC Recommendation--McFerron, Convener

Rick McFerron reviewed the action team's recommendation for minimum hardware requirements for Fall 2000. Computers falling below these standards would be targeted for replacement for the fall semester. After discussion, a motion to amend the proposal to change the minimum memory requirements for both the PC and the MAC platforms from 32 MB to 64 MB was made *(Motion: Jackson; second: Soni)*. The motion to amend the proposal was passed. The recommendations as amended were unanimously approved. (pc-configs-fall2000.htm).

Rick McFerron asked for the team to be disbanded and without objections, the team was disbanded.

Training - Moore, Chair

No report.

Web Calendar--McFerron, Convener

Rick McFerron presented the report of the team that was developed by Ben Dadson and Ed Zimmerman and reviewed by Wayne Moore and Rick McFerron (web-calendar.htm). The proposed action requests the TUC to facilitate this evaluation process. After discussion, including Dr. Piwinsky's comment that the system office has been encouraging statewide site licensing, the proposal was accepted.

Web Authoring and Development Suite--Alarcón, Convener

No report.

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

Dr. Piwinsky explained that the state system would be announcing a state-wide telecommunications initiative that may provide some improvements to IUP in regard to internet connectivity. He will have more specific information for the next meeting.

AV Action Team --Ausel, Convener

No report.

Nominations--Shubra, Convener

Charlie Shubra reported the team has two nominations for Co-Chair, Gian Pagnucci and Ramesh Soni. There will be an election at the next ACPAC meeting. Having completed it's assigned task, this action team is disbanded.

New Business:

ACPAC representative to TUC Subcommittee on course directory services

Steve Jackson volunteered to serve as the ACPAC representative to the TUC subcommittee discussing course directory services.

Statistics Packages on the VAX

Rick McFerron proposed that the BMDP statistical package be eliminated from the VAX. ACPAC members are charged to communicate this proposal to their constituents. It is presumed that no one is using this software, but it is difficult to be certain about that. BMDP has not been certified as Y2K compliant. The annual savings of $1,650 could be used toward providing other statistical software such SYSTAT which is reported to have similar functionality to BMDP. This proposal will be presented for action at the next ACPAC meeting.

Information from ACOC (summary of activities)

The ACOC (Administrative Computing Oversight Committee) has provided a summary of recent activities that can be reached via the ACPAC homepage, specifically: www.iup.edu/acpac/acocummary. doc

Other Business:

Authentication

Dr. Piwinsky explained that site licensing agreements and the system office may require us to certify that only current IUP students have access to services in the public labs. Some type of authentication procedure will need to be put in place and is available through the NT network logon process. It was agreed that an action team should be formed to address the issue of authentication procedures for technical services. Dr. Piwinsky agreed to convene this team that will consist of Paul Grieggs, Ben Dadson and William Bell.

Dr. Fowler drew attention to the campus need for authentication of resources contracted for by the university and/or system to provide information to students. Present methods for authentication are not accepted by all vendors and, hence, resources may not be available off campus as well as on campus.

Lab Software

Charlie Shubra asked what programs would be available in the public labs for the fall semester since textbooks need to be ordered. Windows 98, Office 2000, and FrontPage 2000 will be available for the beginning of the Fall 2000 semester.

Summer meetings

Francisco Alarcón questioned the need to schedule ACPAC meetings during the summer. Rick McFerron will e-mail ACPAC members to determine availability for suggested dates of summer meetings.

The meeting was adjourned at 5:00 PM..

Next Meeting: Monday, April 24, 2000, 3:30-5:00 PM, ECOB 201

Prepared by Rick McFerron
Converted to html by Francisco Alarcón

Indiana University of Pennsylvania

ACPAC

April 24, 2000 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. Approval of the Minutes of March
2. Co-Chair's Report
   - TUC minutes
   - Comments from Co-Chair Alarcón
   - Summer and 2000-2001 Academic Year Meeting Dates
   - TechFair2000
   - Lock Haven conference, May 22-26
3. Report from the action teams:
   - Authentication Team - Piwinsky Convener
   - Distance Education - Joseph, Chair
   - Student Computing - Luckey, Chair
   - Communications - Butzow, Chair
   - Transition - Shubra, Chair
   - Training - Moore, Chair
   - Web Calendar - McFerron, Convener
   - Web Authoring and Development Suite - Alarcón, Convener
   - Report from the Provost's Office - Dr. Piwinsky
   - AV Action Team - Ausel, Convener
   - Graphics Package - Moore, Convener
4. New Business
   - Election of Co-Chair
   - Motion to support WEBMAIL
5. Old Business
   - BMDP on VMS

Created and maintained by [Francisco Alarcón](#).

ACPAC

Academic Computing Policy Advisory Committee

Draft of the Minutes of the April 24, 2000 Meeting.

In attendance: Alarcón, Ausel, Bell, Butzow, Carter, Dadson, Eck, Elliottt, Fowler, Grieggs, Hovan, Jackson, Joseph, Kirkpatrick, Kolb, McFerron, Petersen, Shubra, Soni, Soule.

Excused: Anderson, Gillham, Luckey, Moore, Pagnucci, Scandrett, Yost.

Absent: Hamilton, Hooks, Piwinsky.

Proceedings:

Approval of Minutes from the March 20, 2000 Meeting.

The minutes of the March 20, 2000 meeting were approved as they were published on the web. *(Motion: Carter; second: Jackson).*

Co-Chairs' Report:

TUC Minutes

A TUC meeting was held April 6, 2000 but minutes have not yet been published. Rick McFerron will post the TUC minutes on the ACPAC web page when they are available.

Comments from Co-Chair Alarcón

Francisco thanked Rick and everyone in ACPAC for their support and said that he would make sure the new Senate president appoints another ACPAC representative.

Summer and 2000-2001 Academic Year Meeting Dates

ACPAC meetings for the 2000 – 2001 academic year are posted on the web. They are scheduled for the first or second Monday of each month starting with September 11, 2000. An e-mail canvass of members shows sufficient participation to hold two summer meetings. They are scheduled for June 12, 2000 and July 17, 2000--the second Monday in each summer session.

TechFair2000

Rick McFerron provided a reminder regarding the tech fair being held in the HUB on 25 and 26 April, 2000.

Lock Haven conference, May 22-26

Information regarding the "Emerging Education Technologies and Applications" conference at Lock Haven (May 22 -24, 2000) is availability from the ACPAC home page. This conference is scheduled to be held at IUP in 2001. Rick McFerron asked for volunteers to serve on the committee to organize this event.

Reports from the action teams:

Authentication -- Piwinsky, Convener

Bed Dadson reported that authentication for public labs would be by username and password. Dr. Fowler stated that the Library has different requirements for authentication than the rest of the campus. In order to be a Federal Document Depository, the library must be open to the public, so they must keep some computers accessible to anyone who comes in to use them, not just IUP faculty, staff or students. There was discussion whether authentication could allow students access to specialized software by college or department. A technically efficient method for providing access to software in this manner is not currently available. Presuming the authentication procedure provides access to computer hardware, it was suggested that non-IUP users might pay a type of user fee to access computers in the public labs. The question also was addressed regarding whether the authentication could be bypassed or disabled temporarily so that groups brought in for special programs or conferences would be able to use the computers.

Distance Education--Joseph, Chair

Dr. Kolb reported that Kay Wijekumar had stated that viruses were being picked up from students in the distance education classes. MacAfee virus software is available for download from the TSC homepage. It was suggested this information be passed on to the distance education students. Dr. Kolb also reported that the statewide system was looking at Blackboard and eCollege distance education software. This prompted a lively discussion from Dennis Ausel who stated that IUP had investigated the programs available and found WebCT to be the best for our needs. WebCT has been the software supported by the IDC and used by many IUP instructors. It was suggested that IUP needs to review the products the system office is evaluating. Dr. Butzow wanted to go on record that ACPAC has concerns regarding the direction the state is going with electronic courses. Steve Jackson and Dennis Ausel both stated that they had not been notified, or consulted, with regard to the state's choices. The following motion was passed:

> *ACPAC requests that the Provost and the Vice Provost for Information Technology and Administration express concerns to the state system office with regard to state-wide distance education initiatives and decisions made without sufficient input from faculty. Specifically, the issue of evaluation and selection of web-based course management software should be a collective effort. These concerns should be communicated to the system office as soon as possible.*

Student Computing--Luckey, Chair

Microsoft has announced that all 11 units that are part of the state-wide Microsoft Campus Agreement must participate to allow the addition of the student option of the agreement. Further work on this project is on hold.

Transition--Shubra, Chair

No report.

Training - Moore, Chair

No report.

Web Calendar--McFerron, Convener

Rick McFerron reported that the TUC has requested ACPAC to complete the "Needs Definition" portion of the suggested procedure for evaluating Web Calendar software. It was agreed the Rick should reconvene this action team to explore this possibility. Tom Kirkpatrick volunteered to serve on the action team which now consists of Kirkpatrick, McFerron, Moore, and Dadson.

Web Authoring and Development Suite--Alarcón, Convener

No report.

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

No report

AV Action Team --Ausel, Convener

No report.

Graphics Package -- Moore, Convener

No report.

New Business:

Election of Co-Chair

Ramesh Soni was elected Co-Chair of ACPAC. His duties will begin immediately.

Motion to support WEBMAIL

Rick McFerron brought forth the following motion that was passed by ACPAC:

> *ACPAC recommends to the TSC that the web-based, graphical e-mail client, WEBMAIL, be recognized as a supported product and be made available to the IUP community in an appropriately robust manner.*

Old Business:

BMDP on VMS

The following motion was passed:

> *ACPAC recommends that the BMDP statistical package be removed from the VAX/VMS platform and that the cost savings be applied toward the acquisition of other statistical software.*

Other Business:

Motion from the floor

Dr. Butzow put forth the following motion which was approved unanimously:

> *The members of ACPAC extend their sincere thanks on behalf of the academic community to Dr. Francisco Alarcón for his efforts and leadership in his role as Co-Chair of ACPAC.*

The meeting was adjourned at 5:00 PM..

Next Meeting: **Monday, June 12, 2000, 3:30-5:00 PM, ECOB 201**

Prepared by Rick McFerron with contributions from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

August 30, 1999 Meeting

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

Chair's Report

I have put my report online this month as I just found out I will need to attend an extraordinary meeting of the Executive Committee of APSCUF this Monday at the same time of the ACPAC meeting. Rick has agreed to chair the meeting this month.

Membership

I would like to welcome several new members to ACPAC. These are: Dr. Joan Elliot from Prof. Studies in Education a new COE representative. Dr. Jim Hooks, Librarian, Armstrong Campus representative and Dr. Jim Peterson the new Dean of the Graduate School and Research. We are still waiting for an appointment from the Eberly College of Business and the two student representatives.

Action Teams

I have take my name out of the action teams that I was originally in, I believe it is best if I just interact as chair with the different teams without being formally a member in any of them. There are several new and not so new members that are not currently in any action team. Please revise the membership in the action teamsand let either Rick or myself know what team you are interested in serving.

ATS Director Position

I am pleased to report that the national search for the director of Academic Technology Services has been completed and Rick McFerron is the new director.

Laser Printing Cost Recovery (McFerron)

Rick has more up to date information on this item so he will present an update at the meeting on Monday.

Civility Poster

During the summer a group of people under the leadership of Dr. Rhonda Luckey completed the civility poster that I hope you will have seen by now. Thanks for the excellent job Rhonda!

Faculty Computer Replacement Plan

As you may recall the Provost charged ACPAC to 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 last June. I will chair this subcommittee and we will present a plan to ACPAC for approval at the September meeting.

Created and maintained by [Francisco Alarcón](#).

Last Modified on

From: IN%"SPULEIO@grove.iup.edu" "Samuel Puleio" 11-AUG-1999 17:19:37.75
To: IN%"falarcon@grove.iup.edu", IN%"jrmcferr@grove.iup.edu"
CC: IN%"pmgriegg@grove.iup.edu", IN%"mjstraw@grove.iup.edu", IN
%"djyuhas@grove.iup.edu", IN%"mpiwinsk@grove.iup.edu", IN%"SPULEIO@grove.
iup.edu"
Subj: WebMail request for ACPAC

As already reviewed with Rick McFerron and the College Technology
Managers....

We identified a web-based IMAP e-mail client that may be of interest
to the university as a tool whereby we can provide easy, web-based
e-mail access to remote and mobile users. We are seeking feedback
from both ACOC and ACPAC to determine their interest in this
product.

A demo version of the product is currently available at:
http://webmail.iup.edu:8080/. Simply enter your VMS username and
password at the prompt and click on 'LogIn'. Once in WebMail, click
'Help' for more info. Click on 'Logout' to exit. WebMail is a
full-featured IMAP e-mail client that accesses the same mail store
that you would access if you were using VMS mail or Outlook Express.
Questions or problems may be directed to Mark Strawcutter
(mjstraw@grove.iup.edu)

The demo version will be available through 31-AUG-1999. Please
review this item with the committee and let me know if ACPAC
believes that this web-based e-mail client should be provided for the
university. Given feedback from ACPAC and ACOC, the Technology
Utilities Council (TUC) will make the final decision about the
viability of such a service.

In closing, please note that ACOC views WebMail as a supplement --
not a replacement -- for the Outlook Express e-mail client that has
already been incorporated into the standard administrative network
model. The primary advantage of WebMail will be ease of use from
remote sites -- if you have access to a web browser, you'll have
access to your e-mail. This advantage may be particularly attractive
for students.

From:

Please contact me if you have any questions or concerns. thanks

----

Samuel Puleio Jr.
IUP Technology Services Center
spuleio@grove.iup.edu

Faculty Computer Replacement Plan

Francisco Alarcón, John Butzow, Tony Joseph and Nick Kolb met on Monday Sept. 13 to discuss the computer replacement plan. Jack Scandrett was excused from the meeting. Several items were discussed and an initial strategy and some concerns were agreed upon.

For the initial year of the replacement plan it seems best to try to get those individual with the worst machines, 386 or 486 like computers without access to the current network up to minimum ACPAC standards. And then proceed with others below the ACPAC standard in a subsequent year.

Rick McFerron will be asked to review the university-wide computer inventory and try to determine the number of faculty that would need an update in the initial year.

Impacts to College ESF monies was discussed and the committee will pursue the question with Dr. Piwinsky.

The need for training for faculty in order to get a new computer was discussed. Anohter concern or suggestion centered around the possibility of having the colleges match the monies received.

Prepared by Francisco Alarcón

Gopher Request

Gopher is a text-based information retrieval system for the Internet. IUP has provided a Gopher server for many years. As the Web has superseded Gopher on the Internet, however, the content of most Gopher servers (including IUP's) has been replaced by WWW pages. Moreover, some of the information 'left behind' on the gopher servers quickly becomes out of date.

As such, I am requesting approval from ACPAC and ACOC to eliminate the IUP Gopher server effective 1-NOV-1999. By removing Gopher, we will eliminate the need to maintain two sources of information while still providing the equivalent functionality through the WWW. The WWW pages are accessible through both graphical (Internet Explorer, Netscape) and
text-based (Lynx) browsers.

Please consider this request and contact me if you have any questions.

thanks

Samuel Puleio Jr.
IUP Technology Services Center
spuleio@grove.iup.edu

ACPAC Action Teams

ACPAC has designated the following Action Teams:

Collaboration/Expertise Team	Charge
Dr. Nancy Yost	Convener
Dr. Dolores Brzycki	
Dr. Dawn Woodland	

Survey Team	Charge
Dr. Dennis Giever	Convener
Mr. Rick McFerron	
Mr. Lloyd Onyett	

Digital Repository Team	Charge
Dr. Kenneth Sherwood	Convener
Mr. Christopher Clouser	Convener
Mr. Chris Bennett	
Dr. Glenn Himes	
Ms. Joann Janosko	
Dr. Eleanor Mannika	
Dr. Pankaj Pankaj	

Open Source Software Team	Charge
Dr. Kenneth Sherwood	Convener
Mr. Ben Dadson	
Mr. Lloyd Onyett	
Dr. Gian Pagnucci	
Mr. Dan Yuhas	

PRS Team	Charge
Mr. Rick McFerron	Convener
Ms. Nancy Evans	

Dr. Dennis Giever	
Mr. Lloyd Onyett	
Mr. Brian Petersen	
Mr. Jerrod Welsh	
Mr. Dan Yuhas	

Training/Professional Development Team	Charge
Dr. Gian Pagnucci	Convener
Dr. Dolores Brzycki	
Mr. Ben Dadson	
Dr. Dennis Giever	
Mr. Lloyd Onyett	
Mr. Dan Yuhas	

From: GROVE::SPULEIO   "Samuel Puleio" 19-SEP-1999 10:16:38.85
To: JRMCFERR
CC: MJSTRAW,DJYUHAS,SPULEIO
Subj: web-based calendar

Rick,

We identified a web-based calendar product that we'd like to present to Academic Computing and ACPAC for evaluation as a potential enterprise Calendar service. The product name is CorporateTime. CorporateTime for the Web 1.2 includes Daily, Weekly and Monthly Agenda pages; Task lists, the ability to create, edit and delete Meetings, Day Events, Daily Notes and Tasks; and the power to access the Agendas of other users.

The product can be access via the web at http://webcal.iup.edu/ct-bin/ . Please note that account authorization is required to use the product. To obtain an account, simply contact Mark Strawcutter (mjstraw@grove.iup.edu). Your CorporateTime time account name will be the same as your VMS account name, but it is a separate account (just like VMS vs. NT).

We'd be glad to meet with the CTM's or others to discuss further if desired. If the CTM's would like to expand the evaluation of this
product, will you also please share this information with ACPAC?

We are running a demo license of this product on a test server. The license will expire 10/15/99. Please complete all reviews by that
time and let me know what you think. If ACPAC and ACOC are interested, we can review with TUC for approval then work together on an implementation schedule. thanks

HTML Editor Criteria

Experience has taught us that we need to examine editor packages to meet the needs of two groups of users: novice and experienced. Below are the criteria that should be considered when looking at these packages.

Required	Desired	
X		Cost to the user
X		Ease of use for a novice user
X		Publishing ease
X		Ease of training; established training modules
X		Ease of support; textbooks, manuals, and documentation
X		Integration with WebCT
X		NT support
X		Cross browser support (Netscape and Internet Explorer)
X		Cross platform support (Windows and Macintosh)
X		Integration with common plug-ins
X		Java script support
X		Site Management: such as making global changes, maintaining integrity of links within the site, user-created HTML code libraries
X		Can import HTML without significantly altering it
	X	Ease of use for experienced user
	X	Ability to check links, across pages and sites

	X	Supports importing and converting from other HTML authoring packages
	X	Themes and visual design options
	X	Clipart
	X	Supports cascading style sheets
	X	Suitability to specialized disciplines
	X	Dynamic controls
	X	XML support
	X	Form support
	X	Java script library

The committee suggests the reviewed software include, but not be limited to, the following packages:

- FrontPage 98
- FrontPage 2000
- FrontPage Express
- Netscape Composer
- Dreamweaver
- Corel WebMaster
- Claris Works

Submitted by:

Nancy Yost, Chair, Steve Jackson and Ed Donley

Academic Technology Services
16 November 1999

Academic Technology Services seeks the approval of ACPAC to install Frontpage 2000 in the University Computer Labs for the Spring 2000 semester.

Rationale: Faculty members in departments that provide instruction using this software are requesting the most current version be available for student use. The two departments that have been most emphatic about this change are Computer Science and Technology Support and Training.

Impact: Frontpage 98 will no longer be available. Some instructors in other departments may have to be prepared to adjust to this change.

Problems with AV systems discussed at NS&M Technology Committee

We have two AV systems that were not hooked up when we moved into Uhler. Rich finished about 95% of the work on one in our clinical training area, but probably less than 50% of the system in our research laboratories. This work will apparently have to be completed by an outside contractor. We're getting an estimate this week. If the estimate is over $2000 (as we suspect it will be), we have no money to do it this fiscal year. Therefore, the completion of the research facility will be delayed by at least another year. There will also be no one to install the AV equipment in our classrooms, should IUP Maintenance ever decide to make the necessary structural modifications to the classrooms. Meanwhile, all this expensive equipment is sitting in closets.

We use a lot of AV equipment. When one of our faculty called Media Resources to request some routine maintenance (cleaning the heads of a VCR), we were told (by Ken Ciroli) that they no longer do this work at that it is the responsibility of our college media resources person. Huh? Well, apparently it's yet another scheme to pass off costs to the colleges. We've since found out that at least one college (Fine Arts) already has a media person.

Rich will no doubt be amused to learn that he is to be replaced by six people--albeit under different cost codes. However, this is a big deal to our department. We use a lot of AV equipment in class, in research, and in clinical work (clinicians videotape almost everything), and the repeated use of this equipment by students (and some faculty) with ten thumbs requires a lot of maintenance. Need I remind you of all the other services Media Resources used to perform for us? Taking this work off campus will be very costly, and impossible for us anyway, since we don't have the money.

Lloyd Stires

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

Academic Technology Services

January 24, 2000

Academic Technology Services (ATS) proposes that ACPAC support an upgrade to the operating system and office suite software in use in the University Computer Labs. ATS recommends that Windows 98 and Microsoft Office 2000 replace the current software which is Windows 95 and Microsoft Office 97. This upgrade should be implemented for the Fall 2000 semester. It is also recommended that this proposed change be approved as soon as possible in order to allow faculty and support personnel sufficient time to prepare for the change.

Rationale: Faculty and students need the most current software possible for instructional and other academic purposes. The Microsoft Windows 2000 product is too new and unstable to be considered.

Impact: Windows 95 and Microsoft Office 97 will no longer be available. Faculty will need support to prepare for this change. The Microsoft Campus Agreement allows this upgrade without additional license fees.

>From: Nicholas Kolb <NEKOLB@grove.iup.edu>
>To: Anthony Joseph <ajjoseph@grove.iup.edu>
>Subject: ACPAC
>Date: Fri, Jan 21, 2000, 11:05 AM
>

> Because I will be in Harrisburg on Monday January 24 pursuing a training
> grant, I will not be able to attend the ACPAC meeting. Therefore, I am
> providing the latest information regarding procedures and policies related
> to distance education under the new CBA. The bottom line is that the
> procedures must be approved at Meet and Discuss upon recommendation of a
> faculty/administrator committee. Unfortunately, the committee has not been
> formed.
>
> Listed below are concepts that should be agreeable to both sides.
>
> a. Follow the current definition of a distance education course, i.e. use
> of technology for more than one-third of teaching contact hours.
>
> b. The accelerated approval process for an existing course will involve
> only the department and the university-wide committee and will result in a
> recommendation to the President or designee. Special topics courses should
> be treated in the same manner.
>
> c. A $2,000 cash stipend will be paid to the faculty member for
> developing a distance education course when the course is taught.
> Enrollments in distance education courses offered through the School of
> Continuing Education must be sufficient to cover faculty salary, $40 per
> student, and course delivery costs.
>
> d. Then, three calendar years later, regardless of how often the course
> has been taught, another $2,000 stipend is to be paid to the faculty member
> under the assumption that the course has been revised.
>
> e. Only tenured faculty members can be evaluated, but only if requested
> by the faculty member.
>
>
> Nicholas E. Kolb, Dean
> School of Continuing Education
> 100 Keith Hall, IUP
> 724-357-4741

> NEKOLB@grove.iup.edu
> Fax: 724-357-7597
>

ACPAC Distance Education Action Team

A motion to expand the charge of the action team.

In April 1999, the Distance Education Action team met with provost Dr. Staszkiewicz and associate provost Dr. Piwinsky and decided on establishing a committee to:

- Ensure the quality of instruction and delivery of distance education courses
- Optimize available technologies on campus in developing and delivering distance education courses
- Provide support to faculty engaged in developing distance education courses.

In June 1999, ACPAC endorsed this. To date, no such committee exists, while distance education courses are developed and offered.

I firmly believe that a committee (as envisaged in May 1999) is crucial for IUP to be competitive in the distance education arena, and maintaining its high instructional standard. This is also the sentiment of other members of the action team.

As a result, I am proposing that the action team be granted the additional charge to take the initiative to put into action this decision by inviting a representative from the following, to state how the above three objectives will be achieved; identify the responsibilities of each office; and coerce immediate implementation.

- Financial Controller's Office
- Council of Deans
- Instructional Design Center
- Video Conferencing Center
- Technology Services Center
- The School of Continuing Education
- Technology Utilities Council
- APSCUF

Project Pulse #59 - Microsoft Campus Agreement for Students

Response Summary

Total number of surveys tallied = 273. Responses reported in valid percentages. Percentages rounded to the nearest whole number. Data collected February 7-9, 2000.

1. Do you use a computer in order to complete your classwork here at IUP?

Number Percentage

Yes	261 96%
No	10 4%
Missing	2

If the student says YES, go to the next question. If the student says NO, skip to Q. # 7

Is the computer that you <u>most</u> often use to complete your classwork at IUP owned by:

2. Yourself

Number Percentage

Yes	158 61%
No	102 39%
Missing	13

3. A roommate, neighbor, or friend

Number Percentage

Yes	33 13%
No	228 87%
Missing	12

4. The University

Number Percentage

Yes	60 23%
No	201 77%
Missing	12

5. Someone else

Number Percentage

Yes	7 3%
No	254 97%
Missing	12

6. Does the computer that you use for classwork at IUP permit you to access the Internet?

Number Percentage

Yes	244 93.5%
No	17 6.5%
Missing	12

7. Do you plan to by a computer within the next year?

Number Percentage

Yes	65 24%
No	201 76%
Missing	7

I am going to describe a proposal that the University is considering called the Microsoft Campus Agreement

This proposal requires that all students pay an annual fee of $20 every year they are enrolled at IUP. In return for the $20 per academic year fee, students would be able to receive a copy of the most recent Microsoft software for use on their computer. Throughout their time at IUP, students would receive upgrades to Microsoft software. Students would be permitted to take current versions of the software with them when they leave the University in good standing. The Microsoft Campus Agreement includes: Word, Excel, Access, PowerPoint, Outlook, Frontpage, and Visual Studio as well as upgrades like Windows98, Windows 2000 or other new products.

8. As an IUP student, would you be willing to pay $20 every academic year for the right to receive a copy of

the latest version of Microsoft software for use on your computer?

Number Percentage

Yes	200 74%
No	71 26%
Missing	2

Now I would like to ask you a few questions about yourself.

9. Where do you live while attending IUP? *Read*

Number Percentage

On campus	156 58%
Within Walking distance	81 30%
Within driving distance	34 12.5%
Missing	2

If the student answers Q# 9 saying option a or b, ask Q#11. If student answers option c, ask Q 10.

10. Approximately how many minutes does it take you to drive or ride to campus

Number Percentage

5 minutes or less	8. 23.5%

6-10 minutes	4 12%
11-15 minutes	6 18%
16-20 minutes	5 15%
21+ minutes	11 32%
Missing/ not applicable	239

11. Counting this semester, how many total semesters have you attended IUP?

Number Percentage

1-2 semesters	76 28%
3-4 semesters	73 27%
5-6 semesters	65 24%
7 or more semesters	57 21%
Missing	2

In what College are you majoring?

12. Business

Number Percentage

Yes	49 18%
No	222 82%
Missing	2

13. Education

Number Percentage

Yes	62 23%
No	209 77%
Missing	2

14. Fine Arts

Number Percentage

Yes	16 6%
No	255 94%
Missing	2

15. Health and Human Services

Number Percentage

Yes	38 14%
No	233 86%
Missing	2

16. Humanities and Social Sciences

Number Percentage

Yes	63 23%
No	208 77%
Missing	2

17. Natural Sciences and Mathematics

Number Percentage

Yes	43 16%
No	228 84%
Missing	2

18. What is your gender? - *If you already know the answer to this question, fill it in without asking.*

Number Percentage

Male	114 43%
Female	150 57%
Missing	9

Cross Tabulations:

Would pay $20 Would NOT pay $20

Number Percentage Number Percentage

	Would pay $20	Would NOT pay $20
Computer used most often owned by self	122 77%	36 23%
Computer used most often NOT owned by self	73 72%	29 28%

Would pay $20 Would NOT pay $20

Number Percentage Number Percentage

	Would pay $20	Would NOT pay $20
Computer used most often owned by IUP	40 67%	20 33%
Computer used most often NOT owned by IUP	156 78%	45 22%

Would pay $20 Would NOT pay $20

Number Percentage Number Percentage

	Would pay $20	Would NOT pay $20
Computer used most often owned by roommates, neighbors, friends	32 80%	8 20%
Computer used most often NOT owned by roommates, neighbors, friends	168 73%	63 27%

Would pay $20 Would NOT pay $20

Number Percentage Number Percentage

	Would pay $20	Would NOT pay $20
Plans to buy a computer w/I the next year	53 81.5%	12 18.5%
Does NOT plan to buy a computer w/I next yr.	142 71%	59 29%

Would pay $20 Would NOT pay $20

Number Percentage Number Percentage

	Would pay $20	Would NOT pay $20
Lives on campus	119 76%	37 24%
Lives within walking distance	59 73%	22 27%
Lives within driving distance	22 65%	12 35%

Would pay $20 Would NOT pay $20

Number Percentage Number Percentage

	Would pay $20	Would NOT pay $20
Attended IUP 1-2 semesters	56 74%	20 26%
Attended IUP 3-4 semesters	50 68.5%	23 31.5%
Attended IUP 5-6 semesters	54 83%	11 17%
Attended IUP 7 or more semesters	40 70%	17 30%

Would pay $20 Would NOT pay $20

Number Percentage Number Percentage

	Would pay $20	Would NOT pay $20
Business major	39 80%	10 20%
Education major	48 77%	14 23%
Fine Arts major	15 94%	1 6%
Health & Human Services major	29 76%	9 24%
Humanities & Social Sciences major	42 67%	21 33%
Natural Sciences & Mathematics major	27 63%	16 37%

K/pp#59MicrosoftRPTfin

Administrative Computing Oversight Committee
16-FEB-2000

Given the demands of the Banner implementation and other technology initiatives that are constantly presenting new issues for the committee to review, it has been an extended time since ACOC paused to reflect on past activities. This report highlights the major activities and accomplishments achieved under the oversight of the ACOC from July 1998 (the go live date of the first Banner module <Finance>) through December 1999:

- Banner and Application Development
    - Implemented the Banner Finance module.
    - Implemented the Banner Alumni module.
    - Implemented initial portions of the Banner Human Resources module (required for Student Payroll and course building).
    - Implemented initial portions of the Admissions area in the Banner Student module.
    - Based on the Banner module implementations noted above, retired the FRS and American Fundware finance systems, the BSR Advance alumni system, and the ADP student payroll processing service.
    - Created web-based budget holder reports on a weekly basis, replacing the monthly paper reports produced under FRS. These reports process more than 2.6 million records each week. The main web site for the budget holder reports was accessed over 25,000 times in 1999.
    - Developed 70 Banner population selections.
    - Developed 53 Microsoft Access reports for various Banner modules.
    - Developed a system to automatically generate letters in Banner without human intervention.
    - Developed interfaces to share and synchronize student identifier information between COSMOS and Banner.
    - Developed an interface for COSMOS, Banner and the new I-Card system to permit the Banner identification numbers to be placed on the card and managed across all three systems.
    - Developed methods to allow administrative systems to function with the new bulk mail software system.
    - Developed an interface between COSMOS and Banner to allow for student refund check processing.
    - Implemented in-house printing of refund and student payroll checks using a combination of laser and pressure seal technology.
    - Migrated 15 years of alumni/development data from BSR Advance to Banner, a process that resulted in the import of more than 1.5 million records.
    - Migrated student records from COSMOS to Banner to support testing initiatives.
    - Completed the Bentz Whaley Flessner data extraction and imported results into both Banner and the Institutional Advancement data warehouse.
    - Installed and administered Banner web products.
    - Completed 98 service requests for the maintenance of COSMOS and BSR Advance systems.
    - Provided coordination and programming support for CCAR, Snyder and other SSHE reporting.
    - Provided numerous extracts to support Provost Office data warehouse initiatives.
    - Completed extensive reviews and testing for Y2K compliance.
    - Processed 4,405 faculty evaluation jobs.

- ❍ Completed RFP and product selection for a Facilities Management Package (FAMIS).

- Administrative Network Model
  - ❍ Completed the deployment of the administrative network model for all administrative offices. The administrative network model now includes:
    - 1,004 PC Clients
    - 24 Office Servers and 14 Admin Model Support Servers
    - 117 Network Printers
  - ❍ Provided a full training program to support the administrative network model:
    - 127 Course Sections
    - 1,002 People
  - ❍ Proposed and implemented a new model for the X: drive.
  - ❍ Processed some 400 NT security requests submitted by Administrative Network Contacts.
  - ❍ Completed 7 Maintenance Releases to *all* standard Admin Desktop PC's to continue to enhance the model. These upgrades included items such as the addition of Outlook Express and the Banner Client, virus software updates, Internet Explorer and Microsoft Office updates, and numerous Y2K updates.
  - ❍ Actively managed office servers and completed upgrades for Windows NT Service Packs, Disk de-fragmentation utilities, and virus utilities.

- Administrative Technology Support
  - ❍ Administrative Help Desk
    - 11,028 Help Desk Calls
  - ❍ Continued enhancements to the Help Desk web site (search engine, table of contents page, new documentation and support resources for Internet Explorer, Outlook Express, virus software, FTP software, and compression software.
  - ❍ Completed many projects for specialized office software packages including:
    - AUTOCAD
    - NCAA Compliance
    - Campus Police Ticketing and Incident Software
    - Finance Imaging System
    - Scanning
    - Financial Institution Communication Packages (First Union, ECSI)

- Enterprise Services
  - ❍ Implemented new www-based e-mail services including WebMail and password changes.
  - ❍ Increased total e-mail disk space by 80 percent. Restructured e-mail disk space to permit future growth.
  - ❍ Increased IMAP capacity to permit deployment of Outlook Express and WebMail.
  - ❍ Modified Usenet model to use a third party service thereby permitting redeployment of hardware for e-mail services.
  - ❍ Developed new LDAP directory services permitting direct integration of directory server with e-mail clients plus an enhanced www-based directory query form.
  - ❍ Replaced central network hub resulting in 40X-throughput improvement and 10X expansion of buildings that can connect to the network at 100MB.
  - ❍ Retired CHIEF data service and migrated 900 users from DOV service to 10MB Ethernet service.

- ❍ Replaced SSHENet connection at Branch locations with internal data network resulting in major cost savings and improved service.
- ❍ Implemented WinFrame system to provide remote access to Banner.
- ❍ Completed RFP & subsequent implementation for new Centrex (local) telephone service.
- ❍ Planned and implemented 5 digit Centrex dialing to permit growth of IUP phone network.
- ❍ Setup full-time Internet access for the Culinary School in Punxsutawney.
- ❍ Oversaw the design and implementation of a fiber optic network to the new South Campus.
- ❍ Oversaw wiring construction and implemented data/voice network for major campus renovation projects such as Uhler and Clark Hall.
- ❍ Provided NT accounts for Faculty, Staff, and Students.
- ❍ Provided NT Global Groups for Course/Section.
- ❍ Evaluated, purchased, and implemented a full Unix server environment for Banner.
- ❍ Processed 4,915 test scoring jobs.

Indiana University of Pennsylvania

ACPAC
Academic Computing Policy Advisory Committee

- [Membership](#)
- The Committee has been divided into the following [action teams](#) and [subcommittees](#)
- Upcoming [Meetings](#)

ACPAC Items of Interest

- [Inquiry from Mark Staskiewicz](#)
- [Agenda for 11 Mar 09 meeting](#)
- [Draft minutes from 4 Feb 09 meeting](#)
- [Document from Qualitative Software Team](#)
- [Web Team Progress Report (30 Apr 08)](#)
- [Website Development Projects](#)
- [Link to Wireless Coverage Map](#)
- [Distance Education Recommendation from L&ES](#)
- [Revised Approach to the Website Transition](#)
- [Link to Digital Repository Action Team activities](#)
- [Link to Open Source Action Team activities](#)
- [Results of Spring 07 student survey](#)
- [Summary of faculty survey](#)
- [Detailed results of faculty survey](#)
- [Constitution and Bylaws-revised 18 Dec 06](#)

College Technology Committees

- [List of Committee Chairs](#)

Other Items of General Interest

- [Link to list of college technology support staff](#)
- [Link to AOG (Academic Operations Group) homepage](#)

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