Indiana University of Pennsylvania

ACPAC MEETINGS

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

Academic Year 2002-2003

Date	Time		

Indiana University of Pennsylvania

ACPAC

September 16, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

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

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the September 16, 2002 Meeting.

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

Excused: Carter, Kornfeld, Rodger, Soni.

Absent: Dadson, Hrabovsky, Mukasa, Primi.

Proceedings:

Approval of Minutes from the May 6, 2002 Meeting.

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

ACPAC had created and disbanded an action to discuss e-mail lists and to interface with the TUC subcommittee addressing several e-mail list issues. Soni served as the chair of the action team and is currently the ACPAC representative to the TUC subcommittee. The TUC subcommittee is addressing several issues, including the successful launching of the Course Section e-mail list service. This group

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

Wireless Guidelines

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

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

Standing Reports:

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

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

Report from John Benhart (Banner)

Nothing to report.

Reports from the Action Teams:

Student Computing Team - B. Joseph, Chair

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

Training Team - Himes, Convener

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

Username/Alias Team - Soni, Convener

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

Minitab

Indiana University of Pennsylvania

ACPAC

October 14, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

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

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the October 14, 2002 Meeting.

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

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

Absent: Anderson, Eck, Himes, Pagnucci.

Proceedings:

Approval of Minutes from the September 16, 2002 Meeting.

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

Co-Chairs' Report:

Financial Report

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

Report to Senate L&ES

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

Old Business:

Report on anti-spam efforts

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

Recommendation of E-mail list subcommittee - Soni

Draft e-mail policy - Soni

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

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

Standing Reports:

Report from John Benhart (Banner)

Benhart reported that there is a problem with cross listing courses as well as with courses that have

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

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

Training Team - Himes, Convener

No report.

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

Student Computing Team - B. Joseph, Chair

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

New Business:

Transition of long distance service

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

Other Business:

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

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

The meeting was adjourned at 4:41 PM.

Next Meeting: November 11, 2002

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

November 11, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

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

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the November 11, 2002 Meeting.

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

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

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

Proceedings:

Approval of Minutes from the October 14, 2002 Meeting.

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

Co-Chairs' Report:

Financial Report

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

Updates to anti-spam filter

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

Educause conference

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

Old Business:

Review proposal for **Authenticated SMTP**

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

AOG discussed the proposal and passed a motion withholding support for the proposal. This motion is recorded in AOG minutes of 7 Nov 2002:

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

ACPAC

Indiana University of Pennsylvania

ACPAC

December 9, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of November 11, 2002](#)
2. Co-Chairs' Report
   - Financial report
   - Decommissioning of VMS: 6 Jan 2003
   - New network accounts
3. Old Business:
   -

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the December 9, 2002 Meeting.

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

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

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

Proceedings:

Approval of Minutes from the November 11, 2002 Meeting.

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

Co-Chairs' Report:

Financial Report

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

Decommissioning of VMS: 6 Jan 2003

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

New network accounts

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

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

Additional item for Co-Chairs' Report:

Testscoring

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

Old Business: Id-e dmcall reess: Addieady be

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

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

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

Standing Reports:

Report from John Benhart (Banner)

No report.

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

No report.

Reports from the Action Teams:

Software Access Team - Kornfeld, Convener

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

Electronic Portfolio Team - Onyett, Convener

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

the curriculum changes resulting from the 120 credit mandate.

The meeting was adjourned at 5:05 PM.

Indiana University of Pennsylvania

ACPAC

February 3, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of December 9, 2002](#)
2. Co-Chairs' Report
   - Financial report
   - Educause
   - Student Portal/shortcut
   - Report on CSEL & PDS
   - Security Analyst search
   -

Created and maintained by J. R. McFerron

IUP

ACPAC
Academic Computing Policy Advisory Committee

Minutes of the February 3, 2003 Meeting.

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

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

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

Proceedings:

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

Approval of Minutes from the December 9, 2002 Meeting.

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

Co-Chairs' Report:

Financial Report

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

Educause

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

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

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

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

Student Portal/shortcut

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

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

Report on CSEL & PDS

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

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

Security Analyst search

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

Status of new network accounts

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

Old Business:

Standing Reports:

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

No report.

Report from John Benhart (Banner)

No report.

Reports from the Action Teams:

Student Computing Team - B. Joseph, Chair

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

Software Access Team - Kornfeld, Convener

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

Electronic Portfolio Team - Onyett, Convener

This action team is scheduled to meet later this month.

Technology Fee Team - Smith, Convener

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

E-mail Team - Soni, Convener

This action team is meeting this Friday.

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

New Business:

Presentation by Glenn Himes (IDC)

Glenn Himes gave a presentation about the services offered by the Instruction Design Center (IDC) and associated entities in the library. His power point presentation can be viewed here: [IDC Presentation](#).

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

March 10, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

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

Created and maintained by J. R. McFerron

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

Old Business:

Follow up to IDC presentation

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

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

Standing Reports:

Report from John Benhart (Banner)

No report.

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

No report.

Reports from the Action Teams:

E-mail Team - Soni, Convener

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

Student Computing Team - B. Joseph, Chair

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

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

Software Access Team - Kornfeld, Convener

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

Electronic Portfolio Team - Onyett, Convener

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

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

Technology Fee Team - Smith, Convener

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

New Business:

Testscoring

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

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

April 7, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

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

Created and maintained by J. R. McFerron

ACPAC

From IDC: Respondus

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

After discussion, the following motion was approved:

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

Old Business:

RECAP conference

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

Standing Reports:

Report from Digital Repositories group (Kornfeld, McCreary)

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

Report from John Benhart (Banner)

No report.

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

No report.

Reports from the Action Teams:

Technology Fee Team - Smith Convener

No report.

E-mail Team - Soni, Convener

No report.

Student Computing Team - B. Joseph, Chair

No report.

Software Access Team - Kornfeld, Convener

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

Electronic Portfolio Team - Onyett, Convener

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

New Business:

Nominating Action Team

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

Draft e-mail policy

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

Software: Photoshop

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

The meeting was adjourned at 4:59 PM.

Next Meeting: May 5, 2003

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

May 5, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of April 7, 2003](#)
2. Co-Chairs' Report
   - Financial report
   - TUC Feedback
     - ACPAC membership to TUC
     - E-mail list Action Team
     - Student Action Team--Student Portal
     - ACPAC representatives:
       - TUC Electronic Portfolios subcommittee
       - TUC Web-based E-mail Services subcommittee
       - TUC Strategic Wireless Planning subcommittee
3. Old Business:
4. Standing Reports:
   - Report from the Provost's Office - Dr. Piwinsky
   - Report from Digital Repositories group (Kornfeld, McCreary)
   - Report from John Benhart (Banner)
5. Report from the Action Teams:
   - Nominating Team - Sherburne, Convener
   - Software Access Team - Kornfeld, Convener
   - Technology Fee Team - Smith, Convener
   - E-mail Team - Soni, Convener
   - [Student Computing Team](#) - B. Joseph, Chair
6. New Business:
   - Election of Elected b/6.793New Business:

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 5, 2003 Meeting.

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

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

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

Proceedings:

Approval of Minutes from the April 7, 2003 Meeting.

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

Co-Chairs' Report:

Financial Report

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

TUC Feedback

ACPAC membership to TUC

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

> Nick Kolb
> Lloyd Onyett
> Rick McFerron
> Ramesh Soni
> Jim Wolfe

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

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

Report from John Benhart (Banner)

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

Reports from the Action Teams:

Nominating Team - Sherburne, Convener

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

Software Access Team - Kornfeld, Convener

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 6, 2002 Meeting.

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

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

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

Guest: Onyett.

Proceedings:

Approval of Minutes from the April 8, 2002 Meeting.

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

Co-Chairs' Report:

The following motion was passed by ACPAC:

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

Information Assurance Guidelines (TUC)

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

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

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

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

The Internet RFP subcommittee has issued the RFP for the connection to the internet. There were over

Report on logging off in the public labs

Earlier this semester, ACPAC requested a status report for the last meeting of the year regarding how

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

Student Computing Team - B. Joseph, Chair

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

Distance Education Guidelines Team - Kolb, Convener

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

Training Team - Himes, Convener

No report.

Username/Alias Team - Soni, Convener

No report.

Report from the Provost's Office - Dr. Piwinsky

Dr. Piwinsky reported the following:

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

New Business:

Co-Chairperson election

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

The meeting was adjourned at 4:48 PM.

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

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

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

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

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

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

A revised version of the document is now available at http://www.iup.edu/tsc/utilities/tuc-smtp-authentication.shtm
Revisions were minor additions to try to add a few more details (like a definition of SMTP and the addition of a line stating that clients will need to be reconfigured). A new paragraph was also added to the last section to address ISP's that block port 25 traffic.

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

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

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

From: "Samuel Puleio" <spuleio@iup.edu>
To: "tech-utilities@iup.edu" <tech-utilities@listserv.iup.edu>
Cc: "Bill Creighton" <creightn@iup.edu>
Sent: Wednesday, September 25, 2002 4:28 PM

October.