



# Indiana University of Pennsylvania

## ACPAC

### September 7, 2005 Meeting

3:30 - 5:00 PM in Oak Room A

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#### Agenda

##### [Approval of the Minutes of May 4, 2005](#)

##### Co-Chairs' Report

- Financial report
- Meetings for AY 05-06
- Membership

##### Old Business:

- E-mail Statement
- Tech Fee status

##### Standing Reports:

- Report from Student Computing Subcommittee
- Report from ACOC (Banner)
- Report from the Provost's Office
- Report from Funds Review Subcommittee
- Report from Digital Repositories group

##### Reports from the Action Teams:

- Wireless Access Team -- McCreary, Convener
- Vision Team -- Himes, Convener
- E-mail Team -- Soni, Convener

##### New Business:

- ACOC/Banner/Student Group representative
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##### Other Business:

Created and maintained by J. R. McFerron



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# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the September 7, 2005 Meeting.

In attendance: Appolonia, Asamoah, Benhart, Dadson, Donley, Giever, Grieggs, Kornfeld, Janosko,

Terry Appolonia was welcomed to ACPAC as the new representative from Student Affairs. Terry will convene the Student Computing Subcommittee. He will also search for students to serve as undergraduate and graduate student representatives to ACPAC. Dr. Jianfeng Wang, MIS & Decision Sciences, was introduced as a faculty representative from ECOB. There are currently vacancies due to the resignations of Ramesh Soni and Jean Nienkamp.

## **Old Business:**

### **E-mail Statement**

The e-mail statement endorsed by ACPAC which designates e-mail as an official means of communication was approved at the May University Senate meeting. We are waiting for formal endorsement from the President.

### **Tech Fee Status**

There are some changes to the guidelines for the use of the Technology Fee. Purchase of scientific equipment with a significant computing component will be permitted. Up to 15% of the funding may be used for staff. The IUP plan for the use of the FY 05-06 Tech Fee has been submitted to the system office. It is expected that approval will be given by October. Distribution of funds for special projects will begin as soon as approval has been received.

Dennis Giever questioned reporting of equipment problems in multimedia classrooms. It was suggested that there be labels that provide contact information and information about the proper procedure for shutting down the equipment.

## **Standing Reports:**

### **Report from Student Computing Subcommittee**

No report.

### **Report from ACOC (Banner)**

Wolfe reported that he will be unable to serve in the role of liaison to this group due to a class conflict. Meetings are held every two weeks on Wednesday at 9:00. A new business item addresses a replacement for Wolfe.

### **Report from the Provost's Office**

An effort is underway to review and revise the university website. The steering committee and three

subcommittees have been working for some time on this project. RFPs for a content management system and design consultation have been issued and are being reviewed. On-campus demonstrations from prospective vendors will be announced soon.

### **Report from Funds Review Subcommittee**

Planning has begun for a public forum where the recipients of the ACPAC funds can present information regarding their funded activities. The subcommittee recommended that this forum be rescheduled for the end of October. The date of 28 Oct 05 was set. Faculty awardees will be asked to participate in a poster session. The subcommittee will meet and provide additional details for the next ACPAC meeting.

### **Report from the Digital Repositories group**

No report.

### **Reports from the Action Teams:**

#### **Wireless Access Team -- McCreary, Convener**

No report from the action team. It has been proposed that Tech Fee funds will be used to provide wireless access in the academic buildings. There was a discussion regarding the student use of laptops. It was agreed that some guidelines for student use of wireless should be developed.

#### **Vision Team -- Himes, Convener**

No report.

#### **E-mail Team -- Soni, Convener**

A list of new e-mail lists is being reviewed by TUC. With Dr. Soni no longer on ACPAC, the co-chairs will monitor the situation until this action team needs to be reconvened.

### **New Business:**

#### **ACOC/Banner/Student Group representative**

JB Smith agreed to serve in this role, replacing Jim Wolfe.

### **Other Business:**

**The meeting was adjourned at 4:48 PM.**

**Next Meeting: September 7, 2005**

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Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

**ACPAC**

**October 5, 2005 Meeting**

**3:30 - 5:00 PM in Oak Room A**

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**Agenda**

[Approval of the Minutes of September 7, 2005](#)

Co-Chairs' Rer08 01 S Q BT 0 0 1 rg /TT0 1 Tf 1t









reordered. JB has this list and can share it with those who want the information.

There was a discussion on the 1-credit Learning Center (LC) courses. Registration starts on 17 Oct 05 for these courses. Students register through the LC or their Dean's Office not through Banner. The Advisor Advocate Newsletter published by Rebecca Sterly mentions the LC courses.

### **Report from the Provost's Office**

Mark Piwinsky will provide a report in conjunction with the strategic planning discussion.

### **Report from Funds Review Subcommittee**

The Funds Review Subcommittee has set the date for the ACPAC forum. It is 28 Oct 05 in Folger Hall. Those faculty members awarded ACPAC funds will participate in a poster session at 2:00. At 3:00 the faculty members and the projects will be introduced and there will be time for questions and answers. Following this session, there will be a panel discussion that will conclude with a summary of how to apply for the 05-06 ACPAC innovation funds.

The subcommittee requested that a portion of the ACPAC funds be used to buy a laptop that would be given to a faculty member as a door prize. The subcommittee also suggested that an additional \$500 be provided to the college that has the highest proportion of faculty members attend this event. After some discussion, the following motion was passed with one descending vote:

*ACPAC approves acquiring 10 smaller items to use as door prizes for the ACPAC forum to be held 28 Oct 05. (motion: Scott; second: Giever).*

### **Reports from the Action Teams:**

#### **E-mail Team -- Soni, Convener**

No report.

#### **Wireless Access Team -- McCreary, Convener**

No report. McFerron commented on a Tech Fee project to provide wireless access in eight academic buildings.

#### **Vision Team -- Himes, Convener**

No report.

## New Business:

### Forwarding of IUP e-mail

The question has arisen whether the university should continue to support e-mail forwarding. The reason is that problems may be encountered when large numbers of students forward e-mail to the same external ISP (i.e. hotmail, AOL). The ISP may consider messages broadcast to students as spam and therefore place IUP on a block list. Paul Grieggs provided some background on this potential problem. Dennis Giever remarked that we would probably have to revisit the issue of e-mail forwarding and should consider providing e-mail accounts to students after graduation. Paul mentioned that alumni affairs already supports an e-mail forwarding service.

Paul Grieggs pointed out that all our documentation appears to support forwarding. He suggested that the documentation be amended to include a warning about forwarding problems. Mark Piwinsky suggested that e-mail forwarding for students was more necessary when student e-mail addresses were based on the 4-character username.

Jim Wolfe asked about faculty forwarding, he felt I-mail did not provide organizational capabilities. Paul suggested that an e-mail client be used, such as outlook express, since it can be set up to handle multiple accounts. Stanford Mukasa asked if there were to be any improvements to I-mail. It was noted that a survey utilizing Student Voice is currently being conducted by a TUC subcommittee.

Gian Pagnucci recommended that

ACPAC

personnel. Mark indicated that we are awaiting approval for this plan from the system office. He may know more after the 6 Oct 05 CITO meeting.

Stanford Mukasa inquired how the classrooms are prioritized to receive the multimedia equipment. Mark indicated that the colleges submit a list of prioritized rooms. John Eck asked how Tech Fee spending will correlate with ESF spending. Mark noted that the Tech Fee has strict guidelines for spending. Tech Fee funds can not be used for faculty equipment purchase. ESF funds are used for this and it may be time to review the allocations for this purchase.

President Atwater has suggested that a university-wide strategic plan would be developed after the Middles States review is completed. Any long-range plans for technology could be included in that planning effort. There may be a need to provide technology plans to the system office before this. The vision documents provided to ACPAC via the website have served the university well, but are dated.

Jim Wolfe asked that if Tech Fee is used to hire new staff, would this new staff be assigned to specific colleges. Mark indicated that ATS may get 2 new positions, one for a permanent STS Coordinator the other for multimedia classroom support. Some positions will be needed for support for central networking which would make them TSC positions.

### **Other Business:**

**The meeting was adjourned at 4:43 PM.**

**Next Meeting: November 2, 2005**

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Prepared by Rick McFerron with notes from Nancy Evans.

# Indiana University of Pennsylvania

## ACPAC

### November 2, 2005 Meeting

3:30 - 5:00 PM in Oak Room A

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#### Agenda

##### [Approval of the Minutes of October 5, 2005](#)

##### Co-Chairs' Report

- Financial report
- Membership

##### Old Business:

- Strategic planning
- Tech Fee status
- Report from ACPAC forum
- Forwarding of IUP e-mail/e-mail statement

##### Standing Reports:

- Report from Funds Review Subcommittee
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Created and maintained by J. R. McFerron





# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the November 2, 2005 Meeting.

In attendance: Appolonia, Asamoah, Benhart, Brzycki, Campbell, Grieggs, Janosko, Kolb, Kornfeld, Lewis, McCreary, McFerron, Mukasa, Nolan, Onyett, Pagnucci, Roach, Scandrett, Wang, Wolfe, Woodland.

Excused: Anderson, Shim, Smith.

Absent: Dadson, Eck, Giever, Himes, Piwinsky, Scott.

### **Proceedings:**

## **Strategic planning**

Mark Piwinsky is using the information gathered at the last ACPAC meeting to create a technology plan.

## **Tech Fee Status**

McFerron reported that approval was received for most of the proposed Technology Fee special projects. The On-line writing center project was rejected. The Intelligent stage lighting project was questioned more information will be submitted. Funds for the approved projects have been posted into the new FOAPALS created for each project.

## **Report from the ACPAC forum**

McFerron reported that of the 17 projects funded by ACPAC, 14 were represented at the forum on Friday, October 28. The total attendance for the event was 49. During the panel discussion with Mark Staszkiwicz, Mark Piwinsky, Patrick McCreary and J.B. Smith the following items were raised with a suggestion that ACPAC discuss these issues: The need for new faculty hires to have an appropriate level of technology skills; the need to build more collaboration among the faculty; and the need for a central clearinghouse for recording and disseminating information about faculty expertise.

After discussion regarding the new faculty technology skills it was decided to drop the issue for the current time. Regarding collaboration and faculty expertise, discussion revealed that a web page already exists that may serve some of this purpose, but there was uncertainty of who is responsible for maintaining it. An Action Team was convened consisting of Joe Nolan, convener, Jim Wolfe, Dolores Brzycki and Dawn Woodland to explore this issue.

McFerron will have a complete financial report from the forum for the next ACPAC meeting. A forum focusing on the Technology Fee is being planned for the spring semester.

## **Forwarding of IUP e-mail/e-mail statement**

As discussed at the last ACPAC meeting, there is an interest in eliminating the service of forwarding e-mail messages to external e-mail services. It has been noted that the new e-mail statement which encourages use of IUP e-mail, provides some rationale for removing the forwarding service. The ACPAC Student Computing Subcommittee has been asked to investigate this issue and make a recommendation.

## **Standing Reports:**

## **Report from Funds Review Subcommittee**

McFerron distributed the information for the ACPAC Technological Exploration and Innovation Fund awards for 05-06. This document is also posted on the ACPAC website ([ACPAC Call for Proposals-05-06](#)). Proposals are due from the colleges to the subcommittee by the end of the fall semester. The subcommittee will meet in January with the intent of making the awards by the beginning of February.

The college faculty representatives to ACPAC were asked to convey the information about the awards to their respective dean's offices. These representatives are:

NSM - Wolfe, Lewis

FA - McCreary, Scandrett

ECOB - Wang, Woodland

HSS - Pagnucci, Benhart

HHS - Smith, Shim

Educ - Nolan, Kornfeld,

Library - Janoski

Student Affairs - Brzycki

## **Report from Digital Repositories group**

Janosko reported on the findings of her Tech Fee project which showed that the use of digital repositories is increasing on campuses. As repositories are implemented, scholarly work becomes more widely available.

## **Report from Student Computing Subcommittee**

Appolonia reported the the subcommittee will meet and have a report for the December meeting.

## **Report from ACOC (Banner)**

No report.

## **Report from the Provost's Office**

No report.

## **Reports from the Action Teams:**

### **Vision Team -- Himes, Convener**

No report.

### **E-mail Team**

No report.

### **Wireless Access Team -- McCreary, Convener**

No report.

### **New Business:**

#### **Faculty representatives for housing committee**

Kornfeld and Scandrett will represent ACPAC on the Housing Master Plan advisory committee.

### **Other Business:**

#### **Lab Software Procedures**

McFerron distributed information regarding university computer lab software procedures. These documents will be posted to the ACPAC website.

**The meeting was adjourned at 5:00 PM.**

**Next Meeting: December 7, 2005**

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Prepared by Rick McFerron with notes from Dotti Angel.



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the December 7, 2005 Meeting.

In attendance: Anderson, Appolonia, Brzycki, Dadson, Grieggs, Janosko, Kornfeld, Lewis, McFerron, Mukasa, Nolan, Onyett, Pagnucci, Piwinsky, Scandrett, Shim, Wolfe, Woodland.

Excused: Asamoah, Benhart, Campbell, Himes, Kolb, McCreary, Roach, Scott, Smith, Wang.

Absent: Eck, Giever.

### Proceedings:

#### Approval of Minutes from the November 2, 2005 Meeting.

The minutes of 2 Nov 05 were approved as posted on the ACPAC website.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Balance reported by Banner is \$47,265.77. There is an outstanding commitment to AOG of \$7,292. The balance is \$39,973.77. This includes expenses from the ACPAC forum of \$1,032.60.

#### C-CUE conference

Information will be sent to faculty soon about a Technology Summit sponsored by C-CUE. It will be held on 17-19 May 2006 at the Oglebay resort near Wheeling, WV. There is no registration fee for the conference.

#### Housing committee

The ACPAC representatives to the housing planning committees are: Paul Kornfeld, Jack Scandrett,

Dolores Brzycki, and Dennis Giever. Over the next several months, several committees will be active in planning the details related to the Housing Master Plan. There are important issues related to technology in the new residence halls. Kornfeld reported that the first meeting was largely devoted to non-technical infrastructure issues. It was reported that the new buildings would have network wiring and that wireless access may be available in some public spaces.

## **Old Business:**

### **ACPAC funds proposals**

The deadline for submission of proposals for the ACPAC Technological Exploration and Innovation Fund is 22 Dec 05. The Funds Review Subcommittee will review the proposals and make a recommendation to ACPAC at the February meeting.

### **Strategic planning**

Mark Piwinsky reported on efforts to develop a strategic plan for technology. The system office is requesting plans from the universities at three different levels: yearly data collection (equipment, staff), financial report on technology and tie to Technology Fee requests, and outline of mission and key goals over a 5-year period. Mark is preparing a first draft of this plan. A strategic plan for technology will need to be adapted later to fit into broader strategic planning efforts at the university likely to begin in AY 06-07.

## **Standing Reports:**

### **Report from the Provost's Office**

A Technology Town Meeting is being planned for the spring. Contract negotiations are underway with vendors for the web design project. There will be one vendor for the content management system and another for design services.

### **Report from the Funds Review Subcommittee**

Proposals for the ACPAC Technological Exploration and Innovation Fund are due 22 Dec 05.

### **Report from Digital Repositories group**

No report.

### **Report from Student Computing Subcommittee**

The report from Student Computing Subcommittee was distributed and reviewed (see: [report](#)). The report contains the following recommendations:

*Add information to the existing CD distributed by Patrick McDevitt to be piloted this spring; continue to consider non-residential student distribution means, including the Co-op Store and public labs.*

*Effective fall 2006, the university should eliminate the e-mail forwarding option but should also increase student IUP e-mail capacity to enable students greater e-mail storage.*

*Continue to operate [campus-event@iup.edu](mailto:campus-event@iup.edu) as is with the new provision that senders provide specificity in their subject lines.*

*The nature of equipment purchases makes inevitable the eventual elimination of floppy drives.*

After discussion, the following motion was passed:

*ACPAC accepts the report from the Student Computing Subcommittee and endorses the four recommendations brought forward.*

### **Report from ACOC (Banner)**

No report.

### **Reports from the Action Teams:**

#### **Collaboration/Expertise Team -- Nolan, Convener**

No report.

#### **Wireless Access Team -- McCreary, Convener**

No report.

#### **Vision Team -- Himes, Convener**

No report.

#### **E-mail Team**

No report.

### **New Business:**

#### **E-mail usage**

Jim Wolfe reported on the TUC meeting held 9 Nov 05. There was some discussion about procedures for requesting technology projects. This issue will be addressed at the next ACPAC meeting.

### **Other Business:**

#### **Security**

Gian Pagnucci requested that the topic of security be added to the agenda for the February meeting.

**The meeting was adjourned at 4:59 PM.**

**Next Meeting: February 8, 2006**

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Prepared by Rick McFerron with notes from Dotti Angel.



# Indiana University of Pennsylvania

## ACPAC

### February 8, 2006 Meeting

3:30 - 5:00 PM in Oak Room A

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#### Agenda

[Approval of the Minutes of December 7, 2005](#)

Co-Chairs' Report

- o Membership: Welcome Todd VanWieren
- o Financial report
- o C-Cue Technology Summit

Old Business:

- o E-mail usage/project proposals

Standing Reports:

- o Report from ACOC (Banner)
- o Report from the Provost's Office
- o Report from Funds Review Subcommittee
- o Report from Digital Repositories group
- o Report from Student Computing Subcommittee

Reports from the Action Teams:

- o E-mail Team
- o Collaboration/Expertise Team -- Nolan, Convener
- o Wireless Access Team -- McCreary, Convener
- o Vision Team -- Himes, Convener

New Business:

- o Information Protection Policy -- Susie Sink
- o Report from Educause -- Gian Pagnucci

Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the February 8, 2006 Meeting.

In attendance: Anderson, Appolonia, Campbell, Dadson, Giever, Grieggs, Himes, Janosko, Kolb, Kornfeld, Lewis, McCreary, McFerron, Mukasa, Onyett, Pagnucci, Piwinsky, Roach, Shim, Smith, VanWieren, Wolfe, Woodland.

Excused: Asamoah, Benhart, Nolan, Scandrett, Scott, Wang.

Absent: Eck.

Guest: Sink.

### Proceedings:

#### Approval of Minutes from the December 7, 2005 Meeting.

The minutes of 7 Dec 05 were approved as posted on the ACPAC website.

### Co-Chairs' Report:

#### Membership

McFerron introduced Todd VanWieren who is taking the seat vacated by Dolores Brzycki.

#### Financial Report

McFerron provided this report:

Balance reported by Banner is \$44,021.31. There is an outstanding commitment to AOG of \$4,250. The remaining balance is \$39,771.31.

#### C-CUE conference



Proposals for the use of the ACPAC Technological Innovation and Exploration Fund were due 22 Dec 05. The Funds Review Subcommittee met in early January to review the proposals. There were a total of 16 proposals. Three were rejected and a revision was requested for another. The subcommittee is committed to using the ACPAC funds for innovation and exploration of new technology. The deadline for submission of additional proposals and revisions was extended to 6 Feb 06. McFerron provided a summary of the current proposals. There are 17 proposals being brought forward by the subcommittee for ACPAC approval. ACPAC approved these 17 proposals (motion: Onyett; second: Shim).

Absent from the list of proposals are submissions from Fine Arts and ECOB. Mark Piwinsky requested that ECOB be allowed to submit additional proposals.

Gian Pagnucci suggested the committee consider a continual submission, with a review every 3 months. The subcommittee will discuss this issue.

The ACPAC Innovation Forum will be held 27 Oct 06. This is the event where awardees of the ACPAC funds will provide information on their projects. Availability of funds for the next year can be announced at this time.

### **Report from Digital Repositories group**

No report.

### **Report from Student Computing Subcommittee**

No report.

### **Reports from the Action Teams:**

#### **E-mail Team**

Given the commitment to development of new e-mail lists, this action team is disbanded.

#### **Collaboration/Expertise Team -- Nolan, Convener**

No report.

#### **Wireless Access Team -- McCreary, Convener**

The institution has made a commitment to provide additional wireless access. Lloyd Onyett represents ACPAC on the TUC wireless committee. The TUC committee will be reconvened to discuss updates and changes to wireless access. This action team is disbanded. Progress on the wireless discussion will

be reported through an ACPAC agenda item.

**Vision Team -- Himes, Convener**

No report.

**New Business:**

**Information Protection Policy -- Susie Sink**

Susie Sink distributed and discussed the Information Protection Policy. The booklet provided includes a confidentially statement that all students, faculty and staff will be required to read and sign. ACPAC

# Indiana University of Pennsylvania

## ACPAC

### March 8, 2006 Meeting

3:30 - 5:00 PM in Oak Room A

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#### Agenda

[Approval of the Minutes of February 8, 2006](#)

Co-Chairs' Report

- o Financial report
- o C-Cue Technology Summit
- o Technology Town Meeting

Old Business:

- o Security
- o Wireless Access

Standing Reports:

- o Report from Student Computing Subcommittee
- o Report from ACOC (Banner)
- o Report from the Provost's Office
- o Report from Funds Review Subcommittee
- o Report from Digital Repositories group

Reports from the Action Teams:

- o Advising Team -- Wolfe, Convener
- o Vision Team -- Himes, Convener
- o Collaboration/Expertise Team -- Nolan, Convener

New Business:

- o Sensitive Data

Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the March 8, 2006 Meeting.

In attendance: Appolonia, Asamoah, Campbell, Dadson, Giever, Grieggs, Himes, Janosko, Lewis, McCreary, McFerron, Mukasa, Nolan, Onyett, Pagnucci, Piwinsky, Roach, Scandrett, Shim, Smith, VanWieren, Wolfe, Woodland.

Excused: Anderson, Benhart, Kolb, Kornfeld.

Absent: Eck, Scott, Wang.

### Proceedings:

#### Approval of Minutes from the February 8, 2006 Meeting.

The minutes of 8 Feb 06 were approved as corrected.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Balance reported by Banner is \$20,865.25. There is an outstanding commitment to AOG of \$4,250. The remaining to distribute to approved ACPAC projects is \$1,940. The working balance is \$14,675.25.

#### C-CUE Technology Summit

The C-Cue Technology Summit will be held on 17-19 May 2006 at the Oglebay resort near Wheeling, WV. It is expected that there may be 3 or 4 presenters from IUP. More information will be sent to faculty soon.

#### Technology Town Meeting



The "Technology Town Meeting: Internet2 Day at IUP" will be held 1 April 2006 in Stouffer Hall, Beard Auditorium. The featured speaker will be Greg Palmer, Executive Director, MAGPI.

## **Old Business:**

### **Security**

Mark Piwinsky will attend a meeting of the classroom security group to continue to explore this issue. Replacement of stolen items is a priority item. ACPAC suggested that e-mail be sent to faculty reminding them to be aware of classroom security.

### **Wireless Access**

Rick McFerron will be convening the TUC Wireless Subcommittee for the purpose of discussing wireless access and exploring new wireless standards.

## **Standing Reports:**

### **Report from Student Computing Subcommittee**

A survey will be conducted in the next few weeks to explore the level of awareness of students with regard to technology issues. *The Penn* will be printing articles on MySpace and Facebook. The articles will include warnings about posting sensitive and private information on open forums.

### **Report from ACOC (Banner)**

Jim Wolfe reported that information about the new Banner webpages will be distributed soon. This new site will be available 13 Mar 06. Approximately 1000 students cannot change their addresses in Banner. A fix for this problem has been identified. The idea of making the alternate PIN available to students has been converted into a project and will be ranked with other projects for the next quarter. It is recommended that FERPA be considered when sending sensitive information via e-mail. As of the Fall 2006 semester, courses will run on a half semester basis-- faculty will be able to post grades at the end of a course that is completed mid-semester rather than at the end of the semester.

### **Report from the Provost's Office**

Mark Piwinsky will be taking the new format for technology fee requests to the deans in March. New e-mail lists for URSA have been implemented. Department chairs will act as moderator for

department lists. Campus bandwidth will be increased from 42MB to 120MB in about 3 to 4 weeks.

### **Report from the Funds Review Subcommittee**

Rick McFerron reported that ECOB submitted two requests. The Funds Review Subcommittee is recommending that the proposal submitted by Woodland, Moore, and Szul be approved for funding. ACPAC approved this project.

The second ACPAC innovation forum has been set for October 27, 2006 details will follow.

### **Report from Digital Repositories group**

An internal library group is still pursuing activities related to digital repositories. Joann Janosko will report on the progress of this group as appropriate. The newest digital project is the Mine

## **Other Business:**

### **Banner Request -- closed courses**

Patrick McCreary raised the issue of visibility of closed sections. Currently, once sections are closed they no longer appear on the course list. It was suggested that students should be able to determine what sections are closed so that they can pursue being placed on a waiting list. This may help departments more accurately determine demand for courses. Jim Wolfe will take this issue to the student operations group.

### **Wikis & Blogs/Streaming Media**

Emerging technologies that may have academic applications include wikis, blogs, and streaming media. Streaming media requires more support and some units are experimenting with this technology. Another developing technology is podcasting. It was suggested that Rick McFerron review the ACPAC innovation awards to determine who is working with any of these

# Indiana University of Pennsylvania

## ACPAC

### April 5, 2006 Meeting

3:30 - 5:00 PM in Oak Room A

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#### Agenda

##### [Approval of the Minutes of March 8, 2006](#)

##### Co-Chairs' Report

- Financial report
- C-Cue Technology Summit
- Technology Town Meeting

##### Old Business:

- New technologies (wikis, blogs, streaming media, podcasting)
- Wireless Access
- Technology Fee
- Classroom security

##### Standing Reports:

- Report from Digital Repositories group
- Report from Student Computing Subcommittee
- Report from ACOC (Banner)
- Report from the Provost's Office
- Report from Funds Review Subcommittee

##### Reports from the Action Teams:

- Collaboration/Expertise Team -- Nolan, Convener
- Advising Team -- Wolfe, Convener

##### New Business:

- VPN
- Nominating committee
- Preferred browsers
- Password length

##### Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the April 5, 2006 Meeting.

In attendance: Anderson, Appolonia, Asamoah, Benhart, Giever, Grieggs, Himes, Kolb, Kornfeld, McCreary, McFerron, Mukasa, Onyett, Pagnucci, Roach, Scandrett, Shim, Smith, Wolfe, Woodland.

Excused: Campbell, Janosko, Lewis, Piwinsky, Scott, VanWieren.

Absent: Dadson, Eck, Nolan, Wang.

### Proceedings:

#### Approval of Minutes from the March 8, 2006 Meeting.

The minutes of 8 Mar 06 were approved as presented.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Balance reported by Banner is \$20,796.32. There is an outstanding commitment to AOG of \$4,250. The remaining to distribute to approved ACPAC projects is \$7,690. The working balance is \$8,856.32.

#### C-CUE Technology Summit

The C-Cue Technology Summit will be held on 17-19 May 2006 at the Oglebay resort near Wheeling, WV. There will be five presentations from IUP. More information will be sent to faculty soon.

#### Technology Town Meeting

The "Technology Town Meeting: Internet2 Day at IUP" was held 1 April 2006. Dr. Samuels provided opening remarks. Greg Palmer from MAGPI was the main speaker. Remote presentations were made

by Mike McGill, Internet2 and Jean-Francois Desnos, EUNIS. At least one pilot project for Internet2 has surfaced as a result of this event. Another Technology Town Meeting will be scheduled in the fall. The topic will be digital repositories.

## **Old Business:**

### **New technologies (wikis, blogs, streaming media, podcasting)**

Several emerging technologies are being explored by faculty members. Is there a role for ACPAC in recommending support for these technologies? New technologies include wikis, blogs, streaming audio, streaming media, podcasting and others. ACPAC created an action team to discuss this issue. Members are: Lloyd Onyett, Jack Scandrett, Dennis Giever, Rick McFerron, Andrew Shim, Glenn Himes, and Paul Grieggs. Lloyd agreed to convene the action team. The charge to the team is to discuss and explore emerging technologies and determine if there is an appropriate support role for the university. The impact that these technologies may have on other issues should be discussed. Also, the issue of how to spend limited technology dollars should be explored. If appropriate, a proposal should be developed to be presented to ACPAC.

### **Wireless Access**

The TUC Wireless subcommittee has recently met. TSC Netops is researching the new WPA and WPA2 standards for wireless. These standards will permit overlay networks that allow easier access to wireless, avoiding the Wepkey, and potentially requiring less device-specific configurations. There will always be some mechanism such as VPN to present IUP credentials for authentication and access to the full network. The point of discussion is how we would manage an open access network that would have limited Internet connectivity. Included with this approach could be a mechanism to present a portal-like webpage for registration, data gathering, and/or marketing. The discussion considered a limited access, fully public network that would be restricted to standard Internet services (not file sharing, FTP, or other potential problematic services).

The TUC subcommittee requested feedback from the technology committees regarding how access to the "open" wireless network should be managed. If access were provided to targeted visitors such as prospective students, parents, visiting faculty, etc., it could also be made available to any visitor on campus. ACPAC discussed this issue at length and recognized the value in providing open access. The cost of this service will be determined and brought back to ACPAC for further discussion.

### **Technology Fee**

Mark Piwinsky has distributed Technology Fee forms and instructions to the deans. The deadline for submission is 3 May 06. The same information is available at:

will review the special projects proposals before presentation to the deans.

## **Classroom Security**

The ad hoc classroom security committee has been reconvened to consider card access locks for classrooms and buildings. Four vendor demonstrations have been scheduled. The committee will make a recommendation for a lock vendor. It is hoped a solution will coincide with decisions made about security in the new residence halls.

## **Standing Reports:**

### **Report from the Digital Repositories group**

There is a demonstration of the map scanning system scheduled in the Library Media Services department for 9 Jun 06 at 6:30 PM.

### **Report from Student Computing Subcommittee**

A survey of students is being conducted on Student Voice. There was some discussion about the need for additional disk space on home directories. ATS was asked to review current disk quotas for all network drives and any associated processes for increasing the quota. Given this review, ACPAC may need to make recommendations for improvements.

### **Report from ACOC (Banner)**

The ACPAC request for making the alternate PIN available to students (after receiving it from an advisor) has been designated as a university-wide project. It will be ranked by ACOC. A question was raised about the students' ability to see closed sections. Although this summary is available in URSA, it was suggested a link to that list should be more prominent. Jim Wolfe will explore this issue with the group.

### **Report from the Provost's Office**

No report.

### **Report from the Funds Review Subcommittee**

The ACPAC Innovation forum, where ACPAC funds recipients provide presentations, will be held 27 Oct 06.



## **Reports from the Action Teams:**

### **Collaboration/Expertise Team -- Nolan, Convener**

No report.

### **Advising Team -- Wolfe, Convener**

No report.

## **New Business:**

### **VPN**

Deferred to next meeting.

### **Nominating committee**

Paul Kornfeld has served 2 terms as elected co-chair. According to the ACPAC by-laws, an election should be held for a new co-chair at the May meeting. A nominating committee consisting of Paul Kornfeld and JB Smith was created to bring forward a slate of candidates.

### **Preferred browsers**

Deferred to next meeting.

### **Password length**

Deferred to next meeting.

## **Other Business:**

**The meeting was adjourned at 4:57 PM.**

**Next Meeting: May 3, 2006**

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Prepared by Rick McFerron with notes from Brad Roach.

# Indiana University of Pennsylvania

- o Technology Plan

Other Business:

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# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the May 3, 2006 Meeting.

In attendance: Anderson, Appolonia, Asamoah, Dadson, Giever, Grieggs, Himes, Kornfeld, McCreary, McFerron, Onyett, Piwinsky, Scandrett, Smith, VanWieren, Wolfe, Woodland.

Excused: Campbell, Janosko, Lewis.

Absent: Benhart, Eck, Kolb, Mukasa, Nolan, Pagnucci, Roach, Scott, Shim, Wang.

### Proceedings:

#### Approval of Minutes from the April 5, 2006 Meeting.

The minutes of 5 Apr 06 were approved as presented.

### Co-Chairs' Report:

McFerron presented a gift to Paul Kornfeld with thanks from ACPAC for his service as ACPAC Co-chair for two terms. Paul's dedication and leadership is appreciated.

### Financial Report

McFerron provided this report:

Balance reported by Banner is \$12,779.32. There is an outstanding commitment to AOG of \$3,161. The remaining to distribute to approved ACPAC innovation projects is \$740. The working balance is \$8,878.32.

### C-CUE Technology Summit

The C-Cue Technology Summit will be held on 17-19 May 2006 at the Oglebay resort near Wheeling, WV. There will be five presentations from IUP.

### Technology Announcements



## **Password length**

At the last TUC meeting, action was taken to require the length of IUP computing passwords to be at least 8 characters. Action on this item is pending resolution of the current limitation of 6 numbers for the URSA PIN.

## **Review of disk storage**

This item will be deferred to the next meeting. ATS will provide a summary of network disk storage services available to IUP users.

## **Standing Reports:**

### **Report from the Funds Review Subcommittee**

No report.

### **Report from the Digital Repositories group**

No report.

### **Report from Student Computing Subcommittee**

Terry Appolonia reported positive feedback from students on the increased e-mail space. There has been strong use of the "Campus Events" e-mail distribution list. Over 600 messages have been sent this year. Students have the option of being removed from this list. A survey of students is currently underway.

### **Report from ACOC (Banner)**

No report.

### **Report from the Provost's Office**

Mark Piwinsky reported that the conditions of the Microsoft Campus Agreement have changed. Costs have risen and the agreement no longer includes FrontPage and Visual Studio. The IUP Technology Fee plan for 06-07 is being developed. The multimedia classroom installations will be finished in the next year and the classrooms will be moved into a maintenance phase.

## **Reports from the Action Teams:**

## **Emerging Technologies Team -- Onyett, Convener**

Lloyd Onyett reported that this team has had 2 meetings so far. The team is defining areas to consider. The membership of the action team currently has no representative from ECOB or NSM. ACPAC college representatives were asked to recommend someone from their college to serve on this team. This team will continue to work through the summer and make a report to ACPAC in the fall.

## **Advising Team -- Wolfe, Convener**

Jim Wolfe reported that this team has not met. The problem with the Alternative PIN is being addressed. It was recommended that this team be disbanded as this is not really an ACPAC issue. Rick McFerron share this information with Rebecca Sterley.

## **Collaboration/Expertise Team -- Nolan, Convener**

Joe Nolan has resigned from the university. It was suggested that this action team should be revitalized in the fall.

## **New Business:**

### **Co-chair Election**

Dennis Giever was unanimously elected as the faculty Co-chair of ACPAC.

### **Department e-mail lists**

Rick is ready to distribute to departments, changes of moderator within a department to take place once per year.

### **MSCA - Frontpage, Visual Studio**

For the coming year, funding has been identified to acquire Frontpage and Visual Studio from Microsoft as part of the Microsoft Campus Agreement.

### **Technology Plan**

Rick McFerron has sent the draft technology plan to ACPAC members. Also distributed was the Powerpoint presentation that Mark Piwinsky made to the UPC. It is important that ACPAC provide some reaction to the draft plan. Not wanting to wait until the fall, it was agreed that a special ACPAC

**Other Business:**

**The meeting was adjourned at 4:56 PM.**

**Next Meeting: May 3, 2006**

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Prepared by Rick McFerron with notes from Dotti Angel.





# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the May 4, 2005 Meeting.

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

Excused: Anderson, McCreary, Pagnucci, Scandrett.

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

### Proceedings:

#### Approval of Minutes from the April 6, 2005 Meeting.

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

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

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

#### Meetings for AY 05-06

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

### Old Business:

## **Draft technology policies**

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

## **E-mail Statement**

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

## **Standing Reports:**

### **Report from ACOC (Banner) -Wolfe reporting**

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

### **Report from the Provost's Office**

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

### **Report from Funds Review Subcommittee**

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

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

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

### **Report from the Digital Repositories group**

The group created to explore digital repositories is reviewing the progress of projects. Part of the effort is in defining a digital repository and determining how a digital repository may be used by the

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

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

### **Wireless Access Team -- McCreary, Convener**

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

### **New Business:**

#### **Election of co-chair**

Nominations for the ACPAC elected co-chair were opened from the floor. Paul Kornfeld was