

Information Technology Council
Humboldt State University

Meeting Notes for: April 11th, 2006 from 2:00 to 4:00 P.M. SBS 405

Members Present: Mark Hendricks, Dale Sanford, Pat Collins, Katherine Granfield, Mike Bradley, Toby Walker, Tera Mar, Joan Van Duzer, Todd Stone, and Jeremy Shellhase

Others Present: Melinda Christensen (Help Desk), Bill Cannon (ISO), Riley Quarles (Manager, IMS), Dave Marshall (CNRS), Cassandra Tex (SDRC), Josh Callahan (UCS), RJ Wilson (Manager, AC), Joan Van Duzer (CPS), Thomas Swanger (CMS)

1. Approval of the Minutes: Postponed.

2. Report Items:

LMS Steering Committee: Quarles reported on the LMS Steering Committee noting that it is a sub committee of the ad hoc IT Advisory Committee. The sub-Committee has an initial membership and mission statement (on the Moodle site). The Committee is currently working to pull together stakeholders in LMS in order to project the current and future LMS needs of HSU faculty, staff, and students. Quarles noted that the Committee plans to document each step of their process. He asked that ITC members encourage their constituents to participate, especially in the faculty survey. He also noted that the current Blackboard license would be expiring in June 2007 and that a shift to one LMS will be needed.

Update on the ad hoc Information Technology Services Advisory

Committee: Marshall told the Council that the ad hoc Information Technology Services Advisory Committee and its subgroups had been meeting over the past month. The sub-groups are:

- Wireless – will meet April, 28th 12:00 to 1:00 in NHE 106
- Smart Classrooms – will meet April 14th 2:00 to 5:00 in the Green & Gold room
- LMS – has met three times. Much effort is going into having an inclusive discussion on the direction of LMS at HSU

Marshall told the Council that the Chancellor's office had sent representatives to the campus on March 24th to help with the LMS discussion. He noted that more faculty participation is needed in the group.

Marshall noted that the full Committee is currently discussing a report written for

the Provost in early 2005 titled “ad hoc Task Force on the Information Technology Services Model.” Discussion is ongoing.

Secure Email: Callahan told the Council that the deadline to convert over to secure email had been pushed to Thursday, April 13th to accommodate a large number of unconverted users. The Help Desk is currently calling individual users not yet converted to secure email. Christensen noted that if Eudora is being used in sponsored mode it will not let ads push through and will revert back to unsecured mode. Walker stated that Eudora would work if added to the workstation’s firewall. Walker told the Council that he would provide the process for doing this. Christensen told the Council that the MeetingMaker cut-off will not be pushed. She also noted that students using POP and IMAP are receiving messages to contact the Help Desk. Burroughs stated that she had notified the deans of the conversion, and that she will follow up by providing them a list of staff and faculty that have not yet converted to secure email. Discussion ensued regarding a motion to push the date to 4/20/06. The motion was not carried. Burroughs stated that ITS would monitor the conversion and only push the cutoff date again if it was absolutely unavoidable.

Network Advisory Group: Callahan reported that the NAG meets the 1st Monday of the month @ 10:00 A.M. in VMH 203. He noted that a larger location will be required if membership continues to increase. To date, the overwhelming priority of the group had been network security. The group felt that the recently updated security memos were a good place to start addressing the campus security needs. The group recognized that there would be a variety of equipment and training necessary to address campus security concerns. The group is concerned that the ITRP2 timeline for providing network security to the campus might not be adequate. A motion was made to recommend that the security memos recently completed by Cannon be forwarded to NAG so that cost estimates and cost benefit analysis could be attached to the memos before they are forwarded to the Provost and Executive Committee. (Bradley/Collins). The motion was tabled until Cannon completed his presentation of the Memos to the Council.

3. Discussion Items/Action Items:

Review of Campus Virus Protection: Hardin informed the Council that the campus virus protection contract was due to expire on 8/31/06. He noted that the cost for the current software expected to increase substantially. A motion was made to send this on to the Common Software Acquisition Group for review and the motion was carried (Bradley/Stone). The following people volunteered to be on the CSAG:

- Dale Sanford (Chair)
- Mike Bradley
- Jason Hardin
- John Adorador
- Dave Pearson

The working group has an established process for reviewing software and will look at the current virus protection software as well as possible alternatives.

Review and approval of the Security Memos:

Cannon indicated that the security memos were completed and indicated that he would like to see them endorsed by the Council before they were passed to the Provost and the Executive Committee. The motion previously brought forward by Bradley and Collins was brought to the table again for discussion. Cannon stated that the memos were intended to be policy documents and that adding implementation costs to them was not appropriate. The motion was withdrawn. A motion was made for the Council to endorse the security memos. The motion carried.

4. Announcements/New Business:

CMS Readiness Assessment: Swanger informed the Committee that IBM Consulting would be on campus later in April to perform a mandated readiness assessment for the implementation of CMS student to determine if we are ready to commence the student implementation project. He informed the Council that an Assessment was performed for implementation of Peoplesoft Finance and HR, but that it was not focused on the student system. Swanger provided handouts to Council members and informed them that more information would be provided concerning the questions that the IBM consultants would be asking as well as responses that were provided to similar questions during the 2001 readiness assessment. Bradley informed the Council that Swanger is leading the Banner 5 Consortium.

CIO Search: Bradley noted that three candidates had been brought to campus for interviews. The Search Committee has been reviewing feedback on the candidates and will meet with Provost Vrem on Friday.

Bill Cannon: Hendricks noted that this would be Bill Cannon's last Council meeting and thanked him for all of his contributions.

5. Adjournment: 3:00 (Bradley/Shellhase)

