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Information Technology Committee

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IT Committee Minutes
Friday, January 21 at 1:00 in 248 Rike Hall

Present: Barbara Denison, RSCoB; Rebecca Teed, COSM; Joe Cavanaugh, Lake; Maggie Veres, CEHS; Nancy Garner, COLA; Michael Raymer, CECS (representing Academic Services Committee); Kathy Herick, Library; Dan DeStephen, CTL; Larry Fox, Kyle Peterson, Mike Natale, CaTS.

I. CaTS Policies

Larry Fox presented the following updates and items for discussion. Refer to the attachment for the policy explanations.

#1 Authentication system for wired network: on hold to see how wireless implementation goes.

#2 Full Disk Encryption on all new laptops and selective desktop computers: CaTS has picked the product, Checkpoint full disk encryption, and will start deploying once approved. New university laptops will have the \$25 charge built-in to the cost and the software will be pre-loaded. CaTS will then visit the existing WSU laptops. This is a one-time change and charge. There will be a different login to the laptop but it will be a single sign-on. Rebecca Teed moved approving this process and Maggie Veres seconded. The Faculty IT committee approved this process and the recommendation will be sent to the Faculty Executive Committee.

7 Major Change Workflow: Larry reported that a demo was done on 1/18/11. A few minor business processes need modified. New target date is the end of February.

#8 Grade change workflow: This is going live January 31.

#10 Windows 7: This is being rolled out on new machines on campus and will be installed in labs when the equipment is replaced.

#12 Microsoft Office 2010 for Windows: This is being rolled out on new machines on campus. Faculty and staff may download the software. Office 2010 is in the labs.

#13 New File and Print Structure: This is rolling out now, all but 4 non-academic departments are completed. Project completion for everyone is estimated at July 1, 2011. Labs will be converted for fall quarter 2011.

#14 Secure the transmission of sensitive data in email: There are problems with mobile devices. The new software release is supposed to take care of this problem. CaTS is in the process of installing the software and testing. The IT Committee will be updated at the next meeting.

#16 Request that automatic email forwarded to outside email accounts be stopped when sensitive data is involved. This recommendation has been on hold. If #14 is effective, then there will be no need for #16.

#17 Rate limit and/or block Peer to Peer file sharing on campus authenticated wireless network to reduce illegal downloading of music, movies, and software: This has been implemented on Resnet authenticated wireless, EZ connect, and Resnet wired network. CaTS wants to put on campus authenticated wireless network. On the Resnet, it has cut down copyright violations by 90%. Rebecca Teed moved approving this process and Maggie Veres seconded. The faculty IT committee approved this and the recommendation is going to Faculty Executive Committee for approval.

#18 Restrict General UNIX Shell Access to campus networks: After the IT Committee meeting discussion last quarter, CaTS opened up VPN process for students so they can obtain the VPN without a waiting period. Faculty and staff already had this. CaTS would like to start blocking open ports starting Spring quarter and will provide campus communication on this. Mike Raymer will work with CaTS to find a workable alternative to accessing their machines before this goes live. This is an issue for CECS faculty who need to access machines from off-campus.

#19 Program Classroom Video Projector Mute Option to Time-Out after 24 Minutes: The proposal would program classroom video projectors to allow the MUTE button to disengage after 24 minutes thus allowing the previously selected image to reappear on projection screen. The 24 minute time-out period will be clearly indicated on the teaching podium. The intent is to reduce costs of replacing video projector lamps. The committee recommended educating faculty on this problem. When leaving a class, the projector should be turned off rather than muted. There was general consensus on the 24 minute timeout as long as it was clearly posted. Rebecca Teed moved approving this process and Maggie Veres seconded. It was approved by Faculty IT committee. It is moving to Faculty Executive Committee for approval.

#20 Have users access their shared and home directories remotely using VPN instead of Myfiles: Kyle Peterson demonstrated this to the committee. It would require users to do a one-time download of the VPN client. Once the client is installed and the user logs into the network they will click on a provided link which will map their campus resources. The file access is more straightforward and convenient than Myfiles. It would provide access to K: drives as well as H: drives.

II. Networked Printing Proposal

Printing Services is currently evaluating desktop printer toner consumption in Kevin Watson's department in CEHS.

They are running a 90 day test, from January 1, 2011 through March 31, 2011 to determine how much money the department can save by: (1) reducing the number of pages sent to the desktop printing devices (by sending more pages to the Woodhull Multi-Function Devices [MFDs] and to the Printing Services Xerox production equipment), (2) sourcing less expensive toner/printer consumables, and,

(3) reducing the number of desktop printers (thus reducing replacements as well).

The IT Committee briefly discussed the pilot. There were concerns about privacy of printing on a shared printer. Mike Natale will provide information on password protecting files to be printed. The committee agreed to invite Patrick Bruchs, Director of Printing Services, to the next meeting to discuss the pilot study.

III. CTL Update

Dan DeStephen reported on the progress of the conversion to Pilot. WebCT will not be used spring quarter with the exception of any cohort programs that are finishing in spring. Three emails will be sent to all department chairs reminding them of the conversion and to encourage faculty, full-time and adjuncts, to do the CTL training. Approximately 264 faculty, out of 1400, have already received training. Online training is also available at <http://www.wright.edu/itunes>. An email will also provide instructions on how to migrate courses from WebCT to Pilot.

There was discussion of how to handle the anticipated overload of questions and request for help at the beginning of spring quarter. It was recommended that selected faculty might have release time to help colleges with the conversion. Barbara Denison will forward this recommendation to Tom Sudkamp.

With the classes canceled due to weather this quarter, the Provost asked CTL to draft "Guidelines for Online Classes During University Closure". Dan DeStephen distributed a draft for discussion. Issues include faculty requiring students to complete material online during the canceled class time and whether students would have Internet access.

IV. Next Meeting

The IT Committee will meet Friday, February 11 at 1:30 pm in 248 Rike Hall.