



INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE

INFORMATION TECHNOLOGY POLICY COMMITTEE

MINUTES OF THE MEETING OF MARCH 18, 1999

Dr. Susan Hannah called the nineteenth meeting of the Committee to order at 9:05 in ET206. Other members present: Walt Branson, Mark Franke, Judie Violette, Al Pugh, Jim Moore, Marge Kimble, Jim Ferguson, Frank Borelli, Jim Corson, Jack Dahl, Bob Kostrubanic, Mike Mourey, Mike Stockstill, and Mary Schoeler. Absent: Rich Manalis and Jim Jones.

Student Representative

Frank Borelli introduced Jim Corson the new student government representative to the committee.

Approval of Minutes

Minutes from February 18 (submitted by Mary Schoeler) were approved.

Strategic Plan Guidelines and Initiatives

Jack Dahl reported the acceptance by the Executive Committee on March 8th of the Strategic Plan Guidelines and Initiatives. The next step is to publish it on the campus. The following suggestions were offered: place it on the committee's web site, announce it on the e-mail bulletin boards, send hard copies of it to the key constituent groups (AOC, ACITAS, ADCAC, DECCO, etc). It was also suggested to pair it with the mission statement approved by this committee in October of 1997. This committee will review and reconfirm the mission statement at the next meeting at which time publication means will be decided.

Next steps in implementing the Strategic Plan were discussed. Kostrubanic indicated he has been working on a 5 layer reorganization plan to be reviewed first with Walt Branson before bringing to this committee. This plan would address the staffing levels needed for some of the new services that he identified in his interviews with the Deans, AOC and others. Additionally, Kostrubanic has John Rees (Applications Programming Manager) working with the SIS Shared User Group to identify their outstanding projects and begin prioritizing them.

It was agreed to ask the key constituent groups to prepare action plans and submit them to Dr. Hannah by May 1st for preparation for the May 20th meeting. Hannah said the strategic guidelines document should guide this group's efforts in prioritizing for next year from the action plans.

To prepare for the group working on prioritizing, it was decided to review the student technology fee plan for 1999-2000 at the next meeting. Schoeler will prepare a summary report and projection of unfinished commitments.

ITPC asked the Infrastructure Subcommittee to provide a summary of progress on the status of the campus fiber-backbone and building wiring for the April meeting.

Upgrade of Y2K non-compliant PC's Dahl distributed an initial pass at developing a document for classifying PC level needs for users based on types of software, processing power, and/or storage required for doing their job. Much discussion followed about the imperfect nature of such a method. However, it was agreed to proceed with the project of stretching the approved \$170,000 as far as possible in replacing computers. Testing the use of the document with classifying the needs for the Student Affairs and Financial Affairs Y2K non-compliant PC's will continue at the same time.

DECCO and Hannah reported the group has been working on a hardware and infrastructure plan that could support both need for delivery of off-campus courses and the inclusion of web and multimedia in on-campus courses. The goal is to provide a process and the ability for course development and course delivery in-house. Special projects may still involve vendor delivery. A faculty subcommittee has been meeting to evaluate software options. Jim Moore indicated that the next several Fridays have demos of different products being made. The committee has a goal to make a recommendation to DECCO by May 1st.

TO DO LIST The To Do List from the back of our agendas was reviewed.

Keeping students informed of technology fee use – Walt indicated he is continuing to consider options to do this and passed around a sample brochure used by the IU Bloomington campus.

Operations SLA & Help Desk SLA Review were removed from the list, as B. Kostrubanic indicated IT Services will address this in its plan for IT Services.

Monitoring IPFW's Web Presence – it was asked that the members of that subcommittee return next month with a report of progress on the recommendations made to this committee over a year ago.

ISP agreements – it was reported that the feasibility of obtaining discounted ISP services for faculty/staff, students or alumni had been looked into but the market is so competitive that there is nothing we can do at this time.

Imaging System – A visit to North American Van lines was made by many members of the ADCAC committee and this will remain on the list. ADCAC will review the potential value of asking vendors of lesser-cost products to conduct demos before proceeding further.

Student Network Access – It was reported that the security infrastructure project approved by this committee last summer is under way to address security concerns in the open-access computer labs.

Change to Ethical Computing for Students Guidelines Frank Borelli shared a change that was proceeding through the Faculty Senate process to the "Ethical Computing for Students Guidelines." This would provide more explicit language to caution students to avoid use of e-mail for junk mail purposes.

24-Hour Open- Jim Corson presented the request for a location providing 24-hour open-

- Access Student Lab** access computers for students. He provided a survey that he had done with over 200 students showing a consensus of interest. The library snack lounge is the only room on campus open 24 hours and currently has 5 e-mail kiosks located in it. It was decided to transform this from e-mail only kiosks into lab station access in time for Fall classes. A closed-circuit TV system would provide video monitoring in Police and Safety.
- Next Meeting** The next meeting is April 15, 9:00 to 10:30 a.m. in ET 206
- Adjournment** The meeting adjourned at 10:30 am.

To Do

- Discuss Branson report on keeping students aware that they are paying a Technology Fee
- Continue to track planning related to IPFW's WWW presence
 - ⇒ Follow up on implementation of report of ITPC subcommittee on IPFW's WWW presence, adopted by the Committee 1/16/98
- Await discussions by the academic and administrative user committees and other constituencies:
 - ⇒ Imaging system

Develop policy/procedure on expenditure of campus information-technology funds other than those from the Technology Fee and special state appropriation

Distribution
Members
Guests

Glossary of Other Committees

ACITAS – Academic Computing and Information Technology Advisory Subcommittee

Marge Kimble (Co-chair), Jim Moore (Co-chair), Judie Violette, Kathy Trier, Robert Murray, Bob Barrett, Linda Meyer, Mike O'hear, Mary Schoeler, Doug Coutts, Karen Wakley, Tom Guthrie, Rachelle Darabi, and Hal Broberg

ADCAC – Administrative Computing Advisory Committee

Jim Fergusion (Chair), Donna Bialik, Dave Danielson, Ruben Garcia, Frank Guzik, Bill Ludwin, John Rees, Doug Neitzel, Nancy Hobbs, and Bob Kostrubanic

AOC – Academic Officers Committee

Ben Christy, Jeanette Clausen, Van Coufoudakis, Jack Dahl, Susan Hannah, Jim Jones, Ahmad Karim, Bob Kostrubanic (guest), David Legg, Bill Ludwin, David McCants, Al Pugh, Steve Sarratore, Mike Stockstill, and Judie Violette

DECCO – Distance Education Coordinating Committee

Susan Hannah, Mike Stockstill, Kevin Browne, Bob Kostrubanic, Judie Violette, Jeanette Clausen, Jack Dahl, Deb Conklin, Carol Isaacs, Ken Balthaser, and Al Pugh

SIS Shared User Group

Mark Franke (Chair), Kevin Browne, Bob Zellers, Frank Guzik, Ruben Garcia, John Rees, Jane Loomis, Jim Moore, Pam Michalec, Carol Isaacs, and Patrick McLaughlin