

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 2000-2001

Date	Time	Location	meetings/minutes
Mon June 12, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	June meetings/minutes
Mon July 17, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	July meetings/minutes
Mon Sept. 11, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Sept. meetings/minutes
Mon Oct. 9, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	**Meeting CANCELED**
Mon Nov. 6, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Nov. meetings/minutes
Mon Dec. 4, 2000	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Dec. meetings/minutes
Mon Feb. 5, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. meetings/minutes
Mon Mar. 12, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Mar. meetings/minutes
Mon Apr. 9, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Apr. meetings/minutes
Mon May 7, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	May meetings/minutes

Indiana University of Pennsylvania

ACPAC

June 12, 2000 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. Approval of the Minutes of April 24, 2000
2. Co-Chair's Report
 - o TUC minutes
 - o Faculty PC purchases
3. Report from the action teams:
 - o Graphics Package - Moore, Convener
 - o Authentication Team - Piwinsky Convener
 - o Distance Education - Joseph, Chair
 - o Student Computing - Luckey, Chair
 - o Communications - Butzow, Chair
 - o Transition - Shubra, Chair
 - o Training - Moore, Chair
 - o Web Calendar - McFerron, Convener
 - o Web Authoring and Development Suite - Alarcón, Convener
 - o Report from the Provost's Office - Dr. Piwinsky
 - o AV Action Team - Ausel, Convener
4. New Business
 - o Review of Project Directory Service document

Created and maintained by [Francisco Alarcón](#).



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the June 12, 2000 Meeting.

In attendance: Anderson, Carter, Eck, Fowler, Grieggs, Kirkpatrick, Kolb, McFerron, Soule, Yost.

Excused: Butzow, Elliot, Hovan, Luckey, Moore, Petersen, Scandrett, Shubra, Soni

Absent: Ausel, Bell, Dadson, Gillham, Hamilton, Hooks, Jackson, Joseph, Pagnucci, Piwinsky.

Proceedings:

Approval of Minutes from the April 24, 2000 Meeting.

The minutes of the April 24, 2000 meeting were approved as they were published on the web.

Co-Chairs' Report:

TUC Minutes

The TUC minutes have been posted on the ACPAC web page.

Faculty PC purchases

A large order for PCs is being assembled this summer. This order will include the PCs for upgrades to the University labs in Davis, Mack, and a teaching facility in ECOB. Additional ESF funds will be used for the purchase of faculty PCs.

Reports from the action teams:

Graphics Package -- Moore, Convener

Wayne Moore provided an evaluation of several graphics packages which was distributed at the meeting. The chart indicates that Adobe Illustrator fits the needs for academic use but at a substantially higher cost than Adobe LE. Nancy Yost questioned why Photoshop was not included in the

comparison. Without a representative from this action team at the meeting, it was unclear what action was expected. The Graphic Package action team was asked to continue their work and report back to ACPAC.

Authentication -- Piwinsky, Convener

No report.

Distance Education--Joseph, Chair

No report.

Student Computing--Luckey, Chair

No formal report from the action team. Rick McFerron conveyed the information that Microsoft has changed its position and will allow any of the 11 SSHE institutions in the Campus Agreement to elect the student option. Work will continue to seek this option for IUP.

Transition--Shubra, Chair

No report.

Training - Moore, Chair

No report.

Web Calendar--McFerron, Convener

Rick McFerron reported that a meeting has not yet been held, but that a needs assessment survey will be the first order of business for this action team.

Web Authoring and Development Suite--Alarcón, Convener

No report. With Francisco leaving ACPAC, Nancy Yost agreed to convene this action team. The members include: Steve Jackson, Nancy Yost, and Rick McFerron. The original intention is to add a representative from the Computer Science department to the action team. This team will consider the two software packages that are widely available at IUP: Composer and FrontPage.

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

No report

Indiana University of Pennsylvania

ACPAC

July 17, 2000 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. Approval of the Minutes of June 12, 2000
2. Co-Chair's Report
 - o ATS news
 - o Faculty PC purchases
 - o Status of AOG
 - o TUC actions
 - o BMDP
3. Report from the action teams:
 - o [Authentication Team](#) - Piwinsky Convener
 - o Distance Education - Joseph, Chair
 - o Student Computing - Luckey, Chair
 - o Communications - Butzow, Chair
 - o Transition - Shubra, Chair
 - o Training - Moore, Chair
 - o Web Calendar - McFerron, Convener
 - o Web Authoring and Development Suite - Yost, Convener
 - o Report from the Provost's Office - Dr. Piwinsky
 - o AV Action Team - Ausel, Convener
 - o Graphics Package - Moore, Convener
4. New Business
 - o Appointment of Username Action Team
 - o Coordination of IUP Web changes
 - o Faculty use of BANNER



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the July 17, 2000 Meeting.

In attendance: Anderson, Eck, Grieggs, Hovan, Jackson, Kirkpatrick, McFerron, Moore, Pagnucci, Soni, Soule, Yost.

Excused: Butzow, Carter, Elliot, Luckey, Kolb, Petersen, Piwinsky.

Absent: Ausel, Bell, Dadson, Fowler, Gillham, Hamilton, Hooks, Joseph, Scandrett, Shubra.

Proceedings:

Approval of Minutes from the June 12, 2000 Meeting.

The minutes of the June 12, 2000 meeting were approved with the following correction: The omission from the Graphic Package Chart should read "Paintshop Pro" not "Photoshop".

Co-Chairs' Report:

ATS news

Rick McFerron introduced Lloyd Onyett the new Assistant Dean of Technology and Communications for the College of Education. Jerrod Welsh has been hired on a 6-month temporary contract as the ATS Information Technology Technician. Approval has been given to fill the position of Coordinator of User Services in ATS.

Faculty PC purchases

A large order will be placed with Dell this week to be followed by several smaller orders. Per the Provost's office ACPAC, will continue working toward the three-year replacement cycle for faculty PC purchases. Wayne Moore questioned whether individual colleges would have any input regarding distribution of the faculty PCs within the college. Rick stated that each college would have discretion within their colleges and departments to meet individual faculty member's needs.

Status of AOG

Members of AOG are Rick McFerron, Brad Smith, three Deans and the College Technology Managers (Ed Zimmerman, Ben Dadson, Raj Murthy, Tom Kirkpatrick, Steve Linta, Tim Estep and Lloyd Onyett). AOG has primary responsibility for the five University Computer labs.

TUC actions

The Student Home Directory service is available to all students. All students have been issued VMS and NT usernames and passwords. Online help is available at <http://www.iup.edu/ATS/STS>. The next major project is the NT Course Directory service. The sub-committee investigating Web and HTTP service is continuing its work.

BMDP

The VMS BMDP statistical package has been removed from the VAX according to an ACPAC recommendation. To investigate the feasibility of eliminating other VAX/VMS statistical programs and using the cost savings for PC versions, the Statistical Package Action Team was created. Members are:

Rick McFerron, Convener
Paul Grieggs
Steve Hovan

Reports from the action teams:

Authentication -- Piwinsky, Convener

The report of this action team is available from the ACPAC webpage. This report recommends that all students use their own NT username and password to gain access to services in the public labs. Some generic ID's should be maintained for students who don't have or don't remember their NT username and password. Nancy Yost reported that both Pitt and Penn State require student ID cards to enter the

No report.

Student Computing--Luckey, Chair

Rick McFerron reported on behalf of Rhonda Luckey that in order to facilitate the Student Option of the Microsoft Campus Agreement, a proposal will be made to the Co-op Board which will allow a student referendum during the spring semester. The objective is to implement this option by August, 2001 and collect the necessary fees from the students beginning with the Fall Semester, 2001.

Transition--Shubra, Chair

No report.

Training - Moore, Chair

No report.

Web Calendar--McFerron, Convener

Rick McFerron reported that a meeting of this action team has been scheduled.

Web Authoring and Development Suite--Yost, Convener

No report.

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

No report

AV Action Team --Ausel, Convener

No report.

Graphics Package -- Moore, Convener

Wayne Moore will reconvene this action team to explore all options of programs available, including Paintshop Pro. The main objective of this action team is to recommend a graphics package for academic use. Paul Grieggs suggested that there should be agreement as to the definition of a graphics package.

New Business:

Appointment of Username Action Team

The TUC and the TSC are ready to begin discussion of a replacement for the 4-character username issued to students. The ACPAC Username Action Team can suggest factors that should be considered for a replacement. The following have agreed to serve on this action team:

Ramesh Soni, Convener
Steve Jackson
Lloyd Onyett

Coordination of IUP Web changes

ACPAC members should be aware of several activities on campus regarding WEB services and content. ACPAC is awaiting a recommendation from the WEB Authoring and Development Suite Action Team. The TUC has convened a subcommittee to address HTTP services with the intent to investigate the suitability of delivering those services from the VMS platform or some other platform. Regan Houser has been named the University Web Master. She is also coordinating an effort to redesign the content and structure of the high level IUP pages with recommendations from an external consultant. Departmental WEB content coordinators have been identified and guidelines and training are being developed for these individuals.

Faculty use of BANNER

Ramesh Soni expressed concern that faculty members won't know how to access student/class listings on Banner when the fall semester starts. Steve Jackson said this information is on a fact sheet and that the chair and secretary of each department should have been trained on Banner. The following motion was passed unanimously:

ACPAC expresses concern for faculty knowledge and usage of Banner. ACPAC recommends that the TSC provide short-term information and training on Banner covering class lists, advisement, and the adding/removing of students. (motion: McFerron, second: Pagnucci).

After some discussion about the lack of communication between the Banner administrators and the academic users, the following motion was passed:

ACPAC recommends to the Provost that a representative from ACPAC serve on ACOC for the purpose of coordinating Banner planning and the Ba]Rmg20csoving c

Indiana University of Pennsylvania

ACPAC

September 11, 2000 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. Approval of the Minutes of July 17, 2000
2. Co-Chair's Report
 - [Future ACPAC meetings](#)
 - [ACPAC membership](#)
 - ATS news
 - NT authentication in the University labs
3. Report from the action teams:
 - Distance Education - Joseph, Chair
 - Student Computing - Luckey, Chair
 - Communications - Butzow, Chair
 - Transition - Shubra, Chair
 - Training - Moore, Chair
 - Web Calendar - McFerron, Convener
 - [Web Authoring and Development Suite](#) - Yost, Convener
 - Report from the Provost's Office - Dr. Piwinsky
 - AV Action Team - Ausel, Convener
 - Graphics Package - Moore, Convener
 - Authentication Team - Piwinsky, Convener
 - Username Team - Soni, Convener
 - Statistical Package Team - McFerron, Convener
4. Old Business
 - Faculty use of Banner
5. New Business
 - [Laptops for students](#)

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the September 11, 2000 Meeting.

In attendance: Butzow, Dadson, Eck, Fowler, Grieggs, Himes, Jackson, A. Joseph, B. Joseph, Kirkpatrick, Kolb, McFerron, Pagnucci, Piwinsky, Scandrett, Shubra, Soni, Yost.

Excused: Anderson, Bell, Carter, Hovan.

Absent: Elliott, Gillham, Hamilton, Hooks, Petersen, Soule.

Proceedings:

Approval of Minutes from the July 17, 2000 Meeting.

The minutes of the July 17, 2000 meeting were approved as published.

Wayne Moore has resigned from ACPAC. Nancy Yost reported that this team has held no meetings recently. Glenn Himes will replace Dennis Ausel on this team and Lloyd Onyett has volunteered to serve.

Web Calendar--McFerron, Convener

This team is creating a survey to administer to department chairs to assess the level of need for a web calendar program.

Web Authoring and Development Suite--Yost, Convener

The following motion was presented to ACPAC and unanimously approved:

ACPAC recommends that Microsoft Frontpage and Netscape Composer serve as the primary university web authoring tools.

Having completed its mission, the action team recommends that it be disbanded. *Approved by ACPAC.*

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

Mark Piwinsky reported that bandwidth from campus to the internet is expected to double, hopefully by the end of the month. Completion of the state-wide fiber optic loop to IUP is expected by May, 2001. Adelphia Communications has agreed to apply for Internet 2 status for the 14 state universities.

AV Action Team --Ausel, Convener

ACPAC accepted the recommendation to allow Glenn Himes to take over the leadership of this team. Tom Kirkpatrick was added as a member of this team.

Graphics Package -- Moore, Convener

Steve Jackson reported the recommendation of the team: ATS should pursue the cost of a site license for Photoshop LE.

Authentication -- Piwinsky, Convener

This team was disbanded.

Username Team -- Soni, Convener

Ramesh Soni suggested that most students were using email services acquired prior to enrolling at IUP,

partly because of the cryptic username/email address issued to students. Paul Grieggs reported that the TSC is investigating a system that would allow students to pick their own username.

Statistical Package Team -- McFerron, Convener

This team has not yet met.

Old Business:

Faculty use of Banner

The main concern from the faculty regarding the use of Banner is the source of training and support. Mark Piwinsky explained that the nature of the problem or question may determine which is the responsible unit. More clear guidelines and information will be forthcoming. Regarding Administrative Computing, the Administrative Network, and the Administrative Help Desk, the Council of Deans has determined that deans' offices would be included, but no other academic offices. IUP is in year 3 of a scheduled 5-year implementation for Banner.

New Business:

Laptops for students

Rick McFerron recommended that an action team be formed to explore the use of laptop computers for IUP students. John Butzow agreed to convene this team consisting of Jack Scandrett, Charlie Shubra, Glenn Himes, and Lloyd Onyett.

The meeting was adjourned at 4:50 PM.

Indiana University of Pennsylvania

ACPAC

November 6, 2000 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of September 11, 2000](#)
2. Co-Chair's Report
 - [ACPAC membership](#)/New Members:
 - Dan Burkett, College of Natural Sciences and Mathematics
 - Paul Kornfeld, College of Education
 - Jim Rodger, Eberly College of Business
 - Kathleen Rourke, College of Health and Human Services
 - John Yang, University Senate
 - ATS news
 - TUC representation
3. Report from the action teams:
 - [Student Computing](#) - B. Joseph, Chair
 - Transition - Shubra, Chair
 - Training - Convener?
 - Web Calendar - McFerron, Chair
 - Report from the Provost's Office - Dr. Piwinsky
 - AV Action Team - Himes, Convener
 - Username Team - Soni, Convener
 - Statistical Package Team - McFerron, Convener
 - [Distance Education](#) - Joseph, Chair
 - Report from Steve Jackson (Banner)
 - Laptops - Butzow, Convener
4. Old Business
 - Report from TUC ([m11_h](#) iwoEt niKBu /T1_017(m)ts

5. New Business

- [Proposal for X:\Public](#)
- [Proposal for e-mail quotas](#)
- Student use of e-mail

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the November 6, 2000 Meeting.

In attendance: Burkett, Butzow, Fowler, Grieggs, Himes, Jackson, A. Joseph, B. Joseph, Kirkpatrick, Kolb, Kornfeld, McFerron, Pagnucci, Petersen, Piwinsky, Rodger, Rourke, Scandrett, Soni, Yang.

Excused: Anderson, Bell, Carter, Yost.

Absent: Dadson, Eck, Gillham, Hamilton, Hooks, Shubra.

Proceedings:

Approval of Minutes from the September 11, 2000 Meeting.

Minutes of the September 11, 2000 meeting were approved as published on the web.

Co-Chairs' Report:

ACPAC membership/New Members

The following were welcomed as new members of ACPAC:

Dan Burkett, College of Natural Sciences and Mathematics

Paul Kornfeld, College of Education

Jim Rodger, Eberly College of Business

Kathleen Rourke, College of Health and Human Services

Andrew Yang, University Senate (Mathematics Department)

In addition, thanks was offered to the following individuals who served on ACPAC within the last academic year and found it necessary to resign for various reasons: Dennis Ausel, Ed Donley, Joan Elliott, Steve Hovan, Rhonda Luckey, Wayne Moore, Susan Palmisano, Bob Soule and Francisco Alarcón who was officially recognized at a previous meeting for his work as co-chair.

ATS News

Dr. Piwinsky requested to defer his comments until new business items were discussed.

AV Action Team --Himes, Convener

No report.

Username Team -- Soni, Convener

Ramesh reported that discussions have been held with Paul Grieggs of the TSC. It is agreed that a meaningful username for students is needed. This team will wait to hear further developments from the TSC.

Statistical Package Team -- McFerron, Convener

Rick McFerron requested that Max Shower of the Mathematics department be permitted to serve on this action team. He will also contact John Zhang of the Applied Research Lab to see if he is interested in working on this issue.

Distance Education Team - Joseph, Chair

This action team requests to be put into abeyance. Request was granted. Dr. Kolb will be asked to provide regular updates on distance education activity and if necessary, this team can be reconstituted, particularly if any changes in policy are anticipated.

Steve Jackson expressed some concern about the process that the State System is using to issue and evaluate an RFP for a distance education portal and on-line learning network. Please see the following for details: <http://www.sshechan.edu/Procurement/rfp2000-09.htm>

After some discussion, the following motion was passed:

The Academic Computing Policy Advisory Committee (ACPAC) of IUP wishes to express its severe reservation concerning both the process and substance of the current State System of Higher Education Request for Proposal for a Distance Education portal ("The On-line Learning Network, RFP #2000-09). The lack of faculty and administrative input into the decision to let this RFP, the rushed nature of the review process, the excessively broad nature of the scope of the requested technology and the prior investments of IUP in Distance Education technology all make the IUP community very concerned about the wisdom of this RFP. (motion: Jackson, second: Pagnucci).

Report from Steve Jackson (Banner)

Steve is attending ACOC meetings for the purpose of providing the academic perspective on Banner. He has collected a large number of comments from the IUP community and provided ACPAC with an informative summary. A more formal summary will be available at a future time.

The important upcoming Banner activity is the entry of final grades. All faculty members must use the web to enter grades, no bubble sheets will be used. Faculty will need to be sure of their Banner PIN to enter grades. It is the faculty member's responsibility to enter grades--secretaries will not have access to faculty classes to enter grades. Mark Piwinsky announced that training will be available for faculty (15 Nov 00 and 12 Dec 00) but that the process is simple and most faculty will not need the training. The deadline for entering grades has been extended to noon on Tuesday, 2 Jan 2001. Students will get

This proposal doubles the disk quota for e-mail and then enforces the quotas. ACPAC agrees in principle. Concerns are raised regarding "bouncing" messages. It was strongly suggested that proactive measures be enacted to assist users who are at or approaching the disk quota limits.

Student use of e-mail

A discussion on how to encourage students to monitor their IUP e-mail accounts resulted in several suggestions. Gian Pagnucci suggested the username be placed on the I-card. E-mail training should be part of Freshman orientation program. Departments and colleges should be encouraged to use e-mail for important communication to students. E-mail correspondence may make students feel more "connected" to the institution, improving retention. The University Senate should address this issue. The following motion was approved:

ACPAC suggests that the Library and Educational Services sub-committee of the University Senate take action to designate e-mail as an official means of communication with students.

The meeting was adjourned at 5:00 PM.

Next Meeting: Monday, December 4, 2000, 3:30-5:00 PM, ECOB 201

Indiana University of Pennsylvania

ACPAC

December 4, 2000 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of November 6, 2000](#)
2. Co-Chair's Report
3. Report from the action teams:
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ACPAC

Academic Computing Policy Advisory Committee

Minutes of the December 4, 2000 Meeting.

In attendance: Anderson, Burkett, Butzow, Carter, Dadson, Fowler, Grieggs, Himes, Jackson, A. Joseph, B. Joseph, Kolb, Kornfeld, McFerron, Pagnucci, Piwinsky, Scandrett, Shubra, Soni, Yost.

Excused: Bell, Kirkpatrick, Yang.

Absent: Eck, Gillham, Hamilton, Hooks, Petersen, Rodger, Rourke.

Proceedings:

Approval of Minutes from the November 6, 2000 Meeting.

Minutes of the November 6, 2000 meeting were approved with the following correction: Glenn Himes is the chair of the search committee for the Coordinator of User Services.

Co-Chairs' Report:

Rick McFerron reported on the status of the search for the Coordinator of User Services. The pool consists of approximately 25 applicants. Rick will prepare a draft of e-mail correspondence to all faculty regarding ACPAC actions.

Reports from the action teams:

Transition Team--Shubra, Chair

This action team requested that their name be changed to better reflect the modified mission of the team. It will henceforth be called the IBM Mainframe Activity team and will report on efforts to provide curricular-based IBM mainframe experience to students.

Training Team -

Glenn Himes agreed to serve as convener for this team.

Web Calendar Team--McFerron, Convener

No report.

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

Dr. Piwinsky discussed the expanded Internet connection--deployment is scheduled for Spring 2001. The search for a replacement for e-mail and other VMS services is continuing. While measures are being taken to manage disk space with our current e-mail system, everyone should be aware that e-mail attachments impact disk space usage of those who receive the messages. Student home directory soryimVe

assistance with entering grades. The Registrar's office or Rick McFerron will be able to reset PINs for faculty members. ATS may be contacted during the week between Christmas and New Years, if necessary.

Laptop Computer Team - Butzow, Convener

Dr. Butzow requested that the name of this team be changed be changed to "Portable Computing and Connectivity" team. The mission will encompass all aspects of off-campus connections. It was also requested that the team be expanded to include Dr. Butzow, Lloyd Onyett, Rena Fowler, Paul Kornfeld, Dr. Piwinsky, Glenn Himes, Charlie Shubra, Brad Smith and Jack Scandrett.

Student Computing Team

Betsy Joseph provided a report from the Student Computing Action Team. The effort to acquire the student option of the Microsoft Campus Agreement is continuing. It is hoped that the finance sub-committee of the Coop board will support the effort to place this item on a spring referendum to allow a student fee to be assessed. This action team is working with Barbe Moore to set up student focus groups regarding the Banner system. Don Rosenberger of Student Technology Services provides reports to the action team and has announced a new section of the STS web site that provides "Top Ten Tips about Computing for Students" (http://www.iup.edu/ats/sts/top_ten.htmlx). Regular meetings for the spring semester for this action team have been scheduled.

Old Business:

E-mail Quotas

The TUC will be distributing information this week regarding changes in e-mail disk quotas. Quotas for faculty, staff, and students will be doubled but then strictly enforced. Rick McFerron reported that AOG has expressed concern about bounced email messages from IUP to the outside world. Dr. Piwinsky is investigating setting up a secondary server with additional accounts for faculty. Glenn Himes suggested that Web CT 3.4 version, which would be available in January, could ease pressure on internal e-mail services.

Final Grade Entry

Discussion was held during Steve Jackson's Banner report. Two training sessions for faculty will be held in Eberly auditorium Tuesday, December 12, 2000 at 1:15 and 2:15.

New Business:

Changes to desktop for Public Labs

AOG recommends no changes to the software in the University Computer Labs for the spring semester.

Action Team for client OS

A decision needs to be reached regarding which version of Windows (98, 2000 or Millennium) should be used in Fall 2001 semester. Rick McFerron suggested an action team be convened to research and recommend which version to adopt. Ben Dadson stated there is a problem in the public labs with Windows 2000: profiles are set up by user rather than by PC. This team will be made up of Ben Dadson – Convener, Charlie Shubra, Jim Rodger, Nancy Yost, Paul Grieggs and an additional person from the TST department.

The meeting was adjourned at 4:42 PM.

Next Meeting: Monday, February 5, 2001, 3:30-5:00 PM, ECOB 201

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

February 5, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda



ACPAC

ATS has contacted Adobe in regard to pricing for Photoshop LE. There is no site license available. For a minimum order of 20 (with minimum reorder of 5) licenses are \$25.00 each with \$15 for 2 years of maintenance. In contrast, Photoshop v6.0 is \$138/license with \$64 for 2 years of maintenance. Photodraw was mentioned as an alternative. The current MOLP price for Photodraw is \$25.03 with no maintenance fee.

Rick asked for feedback concerning the draft e-mail message to all IUP faculty which will be sent in a few days.

Ramesh Soni reported the e-mail forwarding link is up and running. It is available with other e-mail services from: <http://www.iup.edu/email/>

The following AOG motion was communicated to ACPAC:

AOG - Motion passed 31 January 2001

AOG expresses serious concerns regarding the process by which it appears a decision to replace the e-mail server is being made. Given the large number of academic users of e-mail and related services, it is prudent to undergo an in-depth analysis and needs assessment before making a substantial investment in hardware and software. In addition, administrative departments should be allowed to contribute information regarding their use of e-mail and services and functions related to e-mail. Exemplary cooperation and success in making technical decisions has been shown in the past by constituting a subcommittee of TUC to research and propose a solution and then to seek input from ACOC, AOG, and ACPAC. This model for decision-making should be used in this situation.

Reports from the action teams:

Training Team -- Himes, Convener

No report.

Web Calendar Team -- McFerron, Chair

Rick McFerron reported that this team is on hold pending a decision about a new e-mail server. An integrated calendar product may depend upon the e-mail delivery service.

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

A purchase of the WebCT Integrator product has been considered. Additional fees for maintenance and

a required upgrade to the Campus Edition of WebCT has increased the expected costs. This decision is on hold pending negotiation of purchase cost and maintenance fees. The Integrator system will allow for two-way, real-time transaction of data between WebCT and Banner. This would eliminate redundant data entry and manual information maintenance and make the adoption of WebCT acceptable to more faculty. Students and faculty could expect a single logon access to Banner and WebCT.

The Adelphia wiring project is on schedule--connection to the fiber optic loop is scheduled for May. IUP will elect to purchase internet bandwidth directly (probably from Quest) rather than through SSHENET. Discussions are underway to purchase about a 20 MB pipe to the internet.

There may have been some changes in regard to the RFP for Distance Education. WebCT and others systems may become alternatives. The status of the RFP process is unclear.

The System office has assured the universities they will not be forced into accepting a state-wide administrative system. IUP will likely reevaluate it's administrative systems in 10 years, the normal review cycle for systems. Note that Banner is a continuously updated product, not a static system. In 10 years, we will not be revisiting an "old" product but its latest version. The need for major migrations, as in the past, are less likely.

The e-mail server needs to be replaced as quickly as possible. An e-mail service utilizing an open standard is being considered. Microsoft Exchange has been eliminated as a choice because it is a proprietary system. The issue of virus protection at the server level is being considered, but there are concerns about monitoring content.

AV/Media Team -- Himes, Convener

No report.

Username Team -- Jackson, Convener

Steve Jackson will revive this action team particularly in light of decisions that may be needed in regard to the new e-mail server.

Statistical Package Team -- McFerron, Convener

ATS is pursuing the SAS PC site license in lieu of the VMS product. This action team will meet soon to discuss other statistical packages such as Minitab. Dan Burkett expressed interest on the part of the Math Department for a site license for Minitab.

Report from Steve Jackson (Banner)

Steve Jackson reported that there was a 97% compliance rate with grading at the end of fall semester and

that everything went smoothly. Ramesh Soni pointed out a problem he has run into with students who restrict their information (ie: when Banner generates an e-mail list, some students' names are withheld). With VMS he can "finger" by username and identify students. It may be that the confidential flag is being set without students' knowledge or that students are not aware of the ramifications of setting this flag.

Portable Computing and Connectivity Team -- Butzow, Convener

This team will be meeting next week.

Student Computing Team -- B. Joseph, Chair

This action team met on 29 Jan 2001. Rick McFerron will meet with Coop finance committee on 14 Feb to discuss the Microsoft Campus Agreement for students. The team discussed the possible need for funding Client Access Licenses for Windows 2000 Server when it is implemented. The action team is working with Barbe Moore to provide student feedback on the Banner system. The release of the SET FORWARD function was discussed.

IBM Mainframe Activity Team -- Shubra, Chair

No report.

Client Operating System Team -- Dadson, Convener

The Co-chairs will identify a representative from TST to serve on this action team. This team will make a recommendation for the client operating system for Fall 2001.

New Business:

Hardware minimums for Fall 2001

It was agreed that ATS should recommend the hardware minimums. This recommendation will be dependent upon the recommendation for the client operating system.

The meeting was adjourned at 4:20 PM.

Next Meeting: Monday, March 12, 2001, 3:30-5:00 PM, ECOB 201

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

March 12, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of February 5, 2001](#)
 2. Co-Chairs' Report
 3. Old Business:
 - Graphics package
 - Hardware minimums
 - Adoption of [AFT distance education guidelines](#)
 - E-mail server replacement
 4. Report from the action teams:
 - Web Calendar Team - McFerron, Chair
 - Report from the Provost's Office - Dr. Piwinsky
 - AV/media Action Team - Himes, Convener
 - [Username Team](#) - Jackson, Convener
 - Statistical Package Team - McFerron, Convener
 - Report from Steve Jackson (Banner)
 - Portable Computing and Connectivity Team - Butzow, Chair
 - Student Computing Team - B. Joseph, Chair
 - IBM Mainframe Activity Team - Shubra, Chair
 - Client Operating System Team - Dadson, Convener
 - Training Team - Himes, Convener
 5. New Business
 - Feedback to TUC on [HTTP Service document](#)
 - Feedback to TUC on [Project Directory Service document](#)
 - Report on Library's wireless initiative (Ed Zimmerman)
-

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 12, 2001 Meeting.

In attendance: Burkett, Butzow, Eck, Fowler, Grieggs, Himes, Jackson, A. Joseph, B. Joseph, Kirkpatrick, Kolb, Kornfeld, McFerron, Piwinsky, Rodger, Rourke, Shubra, Soni.

Excused: Bell, Carter, Pagnucci, Scandrett, Yost.

Absent: Anderson, Dadson, Gillham, Hamilton, Hooks, Petersen, Yang.

Guests: Onyett, Zimmerman.

Proceedings:

Approval of Minutes from the February 5, 2001 Meeting.

Minutes of the February 5, 2001 meeting were approved as published on the WEB.

Co-Chairs' Report:

Rick McFerron reported that the interview schedule for the position of Coordinator of User Services will be sent via e-mail to ACPAC members. He will also be sending an e-mail to all faculty to summarize recent ACPAC actions.

Ramesh Soni reported that Linda Szul has been added to the Client Operating System Team.

Old Business:

Graphics package

Photoshop LE has been chosen as the graphics package. Some level of expected usage of the software can be determined by identifying courses that will utilize the package. It is intended that the software will be available in the five public labs for Fall 2001.

Hardware minimums

ATS is charged with updating the ACPAC hardware minimums in conjunction with the recommendation of the Client Operating System Action Team.

Adoption of AFT distance education guidelines

After questions were raised by Nick Kolb, Steve Jackson explained that AFT has provided suggested guidelines, not benchmarks or policy. It was suggested the IUP research the Middle States and other higher education proposed standards. Rena Fowler said that the draft Middle States Distance Ed Guidelines are available on the web (<http://www.wiche.edu/telecom/guidelines.htm>). The following motion was passed:

An action team shall be created to investigate distance education guidelines and if appropriate, make a recommendation to ACPAC for the university to recognize or adopt some guidelines. Action team shall consist of Steve Jackson (convener), Nick Kolb, and Rena Fowler. (motion: Butzow, second: Kolb)

E-mail server replacement

Server-side virus protection was discussed. Lloyd Onyett explained that even though all IUP computers may be covered by virus software, a significant number of faculty, staff and students access IUP e-mail via their home computers. The cost of implementing virus protection on the e-mail server is a consideration. Mark Piwinsky will report back to ACPAC on the results of the evaluation of virus protection software.

Reports from the action teams:

Web Calendar Team -- McFerron, Chair

No report. Steve Jackson suggested that Rick McFerron contact Ed Donley regarding a freeware calendar program that he is investigating.

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

Mark Piwinsky provided to items to ACPAC:

1. If the projected schedule for wiring from Adelphia is maintained, IUP should be connected to the fiber optic ring by June 30, 2001.
2. The state system is beginning to change its position on statewide distance education. WebCT is likely to be included since over half of the SSHE schools are using it.

are two issues that need to be considered: technical feasibility and FERPA.

Portable Computing and Connectivity Team -- Butzow, Convener

A draft of a concept paper was distributed. This still needs to be approved by the committee. Any

document contingent upon clarification of the technical concerns from AOG. (motion: Jackson, second: Rodger).

Library wireless initiative

Ed Zimmerman was an invited guest available to report on the activities in the library regarding wireless networking. Unfortunately, there was not adequate time for him to speak, but the report was distributed to ACPAC members.

The meeting was adjourned at 5:00 PM.

Next Meeting: Monday, April 9, 2001, 3:30-5:00 PM, ECOB 201

Indiana University of Pennsylvania

ACPAC

April 9, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of March 12, 2001](#)
2. Co-Chairs' Report:
3. Old Business:
 - o [Recommendation for hardware minimums](#)
4. Report from the action teams:
 - o Report from the Provost's Office - Dr. Piwinsky
 - o AV/media Action Team - Himes, Convener
 - o [Username Team](#) - Jackson, Convener
 - o Statistical Package Team - McFerron, Convener
 - o Report from Steve Jackson (Banner)
 - o Portable Computing and Connectivity Team - Butzow, Chair
 - o Student Computing Team - B. Joseph, Chair
 - o IBM Mainframe Activity Team - Shubra, Chair
 - o [Client Operating System Team](#) - Dadson, Convener
 - o Training Team - Himes, Convener
 - o Web Calendar Team - McFerron, Chair
 - o Distance Education Guidelines Team - Jackson, Convener
5. New Business:

Created and maintained by J. R. McFerron



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the April 9, 2001 Meeting.

In attendance: Bell, Burkett, Dadson, Grieggs, Jackson, B. Joseph, Kirkpatrick, Kornfeld, McFerron, Petersen, Piwinsky, Rodger, Soni.

Excused: Anderson, Butzow, Fowler, A. Joseph, Kolb.

Absent: Carter, Eck, Gillham, Hamilton, Himes, Hooks, Pagnucci, Rourke, Scandrett, Shubra, Yang, Yost.

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In used: Ande April 9, 2001 March 12.

Old Business:

Recommendation for hardware minimums

With the acceptance of the client operating system recommendation from the action team (Windows98), ATS recommends that the current ACPAC hardware minimums should be retained. These minimums are posted on the ACPAC web page ([pc-configs](#)). The replacement of faculty PCs is based upon an established cycle according to when a faculty position was last provided a new PC. The ACPAC hardware minimums currently have less of an impact on this plan. The proposed minimums were accepted.

Reports from the action teams:

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

The mid period review from Middle States is in process at this time. Rick McFerron will post the draft report on the web. This report should indicate compliance with the Middle States recommendations.

Fiber optic cable should be ready for the fall semester.

Course Directories (network disk space associated with specific courses) are scheduled for implementation for the fall semester. Student home directories have less than 10% usage--students should be encouraged to use this service. Student Technology Services has instructions available on setting up home directories (http://www.iup.edu/ats/sts/docs/nt_login_pc.htmlx).

AV/Media Team -- Himes, Convener

No report.

Username Team -- Jackson, Convener

The team recommended that students usernames be configured as Last Name, First Initial, Middle Initial, 4 digit birth date. Paul Grieggs discussed the number of characters available for usernames with different systems. Windows has 20 character units available for usernames. Using birth date in assigning usernames is a potential problem, but would be the easiest way to assist students in identifying their usernames. The legality of using birth dates in assigning usernames is still being researched. Betsy Joseph reported that Don Rosenberger has surveyed 40 students regarding usernames and email accounts. Only 50% of the students were aware they had email accounts. Students would prefer to pick their own usernames, but generally felt that anything would be an improvement to the current system. After discussion the following motion was approved:

ACPAC recommends that a username convention for students be adopted that consists of as many characters of the last name as possible, first initial, middle initial, and a sequence number.

Statistical Package Team -- McFerron, Convener

The two remaining statistical programs on VMS are SPSS and Minitab. The action team recommended that these two programs not be renewed when current agreements expire. Held for a vote until the May meeting.

Report from Steve Jackson (Banner)

Graduation checkout information was sent to the Deans' offices in hardcopy form at this time. Grade sheets will be available at the beginning of finals. Withdrawals are not appearing on the class lists on Banner but will show on the grade sheets as "W". Ramesh Soni questioned grading policy on Banner when multiple faculty teach one course. Dr. Piwinsky explained that only the primary instructor has the ability to post grades.

Portable Computing and Connectivity Team -- Butzow, Convener

The action team has prepared a draft recommending exploring wireless connectivity and expanding access in more public areas.

Student Computing Team -- B. Joseph, Chair

This team will meet on April 23rd. The main focus will be on the Student Computing Survey supervised by Don Rosenberger regarding usernames and student usage.

IBM Mainframe Activity Team -- Shubra, Chair

In the absence of Charlie Shubra, Rick McFerron reported that the IBM 390 installation in Mechanicsburg is progressing.

Client Operating System Team -- Dadson, Convener

Ben reported that after an evaluation by the action team, the recommendation is to continue the usage of Windows 98 and consider an upgrade to Windows 2000 for the fall 2002 semester.

Training Team -- Himes, Convener

No report.

Indiana University of Pennsylvania

ACPAC

May 7, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of April 9, 2001](#)
2. Co-Chairs' Report: Dell Technology Day, May 23, 2001
3. Old Business:
 - o Future ACPAC meetings
4. Report from the action teams:
 - o AV/media Action Team - Himes, Convener
 - o Username Team - Jackson, Convener
 - o Statistical Package Team - McFerron, Convener
 - o Report from Steve Jackson (Banner)
 - o [Portable Computing and Connectivity Team](#) - Butzow, Chair
 - o Student Computing Team - B. Joseph, Chair
 - o IBM Mainframe Activity Team - Shubra, Chair
 - o Client Operating System Team - Dadson, Convener
 - o Training Team - Himes, Convener
 - o Web Calendar Team - McFerron, Chair
 - o Distance Education Guidelines Team - Jackson, Convener
 - o



ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 7, 2001 Meeting.

In attendance: Bell, Butzow, Carter, Dadson, Grieggs, Himes, Jackson, B. Joseph, Kirkpatrick, McFerron, Pagnucci, Petersen, Piwinsky, Rodger, Soni, Yost.

Excused: Burkett, Fowler, A. Joseph, Kornfeld, Scandrett.

Absent: Anderson, Eck, Gillham, Hamilton, Hooks, Kolb, Rourke, Shubra, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the April 9, 2001 Meeting.

Minutes of the April 9, 2001 meeting were approved as published on the WEB.

Co-Chairs' Report:

Rick McFerron announced the Dell Technology Day, May 23, 2001 in Eberly 312. Details will be sent via e-mail.

In order to support a SSHE application to Internet 2, it is important to identify any IUP faculty members who are collaborating with faculty from Drexel. Please contact Rick McFerron if you know of any activity of this sort.

Old Business:

Future ACPAC meetings

Fall semester meetings will begin September 10, 2001 and McFerron will post a full schedule for the academic year. The following motion was approved:

There will be no scheduled meetings of ACPAC for summer 2001. A special meeting can be called by the the co-chairs if necessary. A schedule of meetings will be developed for the next academic year. (motion: Butzow, 2nd: Jackson).

Reports from the action teams:

AV/Media Team -- Himes, Convener

No report.

Username Team -- Jackson, Convener

The recommendations for student username format have been passed on to the TUC and TSC. This action team was disbanded.

Statistical Package Team -- McFerron, Convener

The team brought forward the following motion which was approved by ACPAC:

IBM Mainframe Activity Team -- Shubra, Chair

No report.

Client Operating System Team -- Dadson, Convener

The recommendation of this team was approved at the last meeting. This team is disbanded.

Training Team -- Himes, Convener

The team recommended that the IDC maintain an open access site on the web with training schedule announcements and registration information being listed and then linked to the unit providing the training. Glenn Himes and the IDC will develop this over the summer and plan for availability for the fall semester. Rick McFerron asked that Nancy Evans, ATS Coordinator of User Services be added to the team.

Web Calendar Team -- McFerron, Chair

A new version of WebCal is being reviewed.

Distance Education Guidelines Team -- Jackson, Convener

The team is reviewing four proposed documents. Dennis Ausel has been added to the team.

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

No report.

New Business:

Review of draft Middle States Report

The draft of the five-year interim Middle States report is posted on the web. ACPAC members should review and make comments to Rick McFerron who will forward them to the Provost's Office.

Recommendation for faculty e-mail list

A recommendation from the CHSS technology committee was presented. It suggests a need for an additional e-mail list for faculty (and others) that would be exclusively for official business. After some discussion it was agreed that an action team should be created to address this issue and also provide

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ACPAC Meetings

Mon. Dec. 14, 1998	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Dec. meetings/minutes
Mon. Jan. 25, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Jan. meetings/minutes
Mon. Feb. 22, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. meetings/minutes
Mon. Mar. 22, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	March meetings/minutes
Mon. Apr. 19, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Apr. meetings/minutes
Mon. June 28, 1999	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	June meetings/minutes

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