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 2001-2002

Date	Time	Location	meetings/minutes
Mon Sep. 10, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Sep. minutes
Mon Oct. 15, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	**Meeting CANCELED**
Mon Nov. 12, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Nov. minutes
Mon Dec. 10, 2001	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Dec. minutes
Mon Feb. 4, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Feb. minutes
Mon Mar. 4, 2002	3:30 - 5:00 PM	**See 11 Mar 2002 below**	**Meeting rescheduled**
Mon Mar. 11, 2002	3:30 - 5:00 PM	Eberly Board Room (ECOB 201)	Mar. minutes
Mon Apr. 8, ____			

Indiana University of Pennsylvania

ACPAC

September 10, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of May 7, 2001](#)
2. Co-Chairs' Report
   - Welcome new members
       - Chad Bender
       - John E. Benhart
   - Grader
   - TUC Projects (HTTP, PDS, E-Mail)
   - TUC motion regarding virus protection
   - TSC Saturday hours
   - Academic Technology (Faculty) Help Desk
3. Old Business:
   - The Graphic Standard (Photoshop LE)
4. Report from the action teams:
   - 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
   - Training Team - Himes, Convener
   - Web Calendar Team - McFerron, Chair
   - Distance Education Guidelines Team - Jackson, Convener
   - Report from the Provost's Office - Dr. Piwinsky
   - E-mail/Etiquette Team - McFerron, Convener
   - AV/media Action Team - Himes, Convener
5. New Business:

Created and maintained by J. R. McFerron

ACPAC minutes

The following motion was passed to allow Pat Scott to serve as the ACPAC representative from the Armstrong Campus:

> *The guidelines for representation on ACPAC are changed to read: "ACPAC membership shall include one representative from each of the Branch Campuses."*

Grader

Although the VMS grade book software, GRADER, is not currently supported, arrangements will be made to allow instructors to create GRADER grade files from Banner class data. In the future, the Banner grade book function or the grade book in WebCT should be considered as alternatives to GRADER.

TUC Project (HTTP, PDS, E-mail)

McFerron provided a brief summary of the three major TUC projects. The conversion to the new central HTTP server has been successfully completed. All web page maintainers should review web sites to assure that the integrity of the university web presence has been preserved. In conjunction with this conversion, a number of central web "libraries" have been renamed, for instance /admiss has been changed to /admissions.

This team has not met since the last meeting, but McFerron reports that PC versions of Minitab and SAS will become available in the university computer labs once the savings

Distance Education Guidelines Team – Jackson, Convener

In Jackson's absence, Dean Kolb reported that Steve had developed an extensive comparison of distance education guidelines. ACPAC agreed to table this item until next semester when it is hoped that Steve Jackson can help develop a recommendation for ACPAC to consider.

Kolb reported on distance education activities and the summary is available at: atssrv1.ats.iup.edu/acpac/DISEDenroll.xls

Instructional designer Kay Wijekumar has left the university and her position will be filled with an instructional designer assigned to the Instructional Design Center. Kolb reported that the Student Computing Help Desk offered extended hours for the support of distance education students. An AA degree program is now available through Clarion University as the "Western Pennsylvania E-university" that incorporates distance education courses offered by IUP.

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

IUP served as the host for a Pennsylvania Senate hearing sponsored by Senator Don White. The topic was information privacy and the hearing was carried to other SSHE schools as a video conference and locally on the campus cable TV network. Questions for hearing were accepted by e-mail. This was a very positive experience and provided the legislators an opportunity to experience a new way to conduct hearings. Dr. Piwinsky expressed thanks to the College of Education and Educational Technology, specifically David Lind, Lloyd Onyett, and Kevin Painter, and to Nick Kolb for supporting this event.

The expanded access to the Internet is in place for the university and is showing heavy usage. A committee to issue an RFP to acquire similar capability at a more competitive cost will be formed. An ACPAC representative is needed for this committee. Jim Rodger agreed to serve as the ACPAC representative to this committee.

The University Senate Library and Educational Services committee may have some interaction with ACPAC in the near future. The first pending action is the establishment of e-mail as an official means of communication with students. This may become more feasible with the adoption of the new central e-mail server. The second item addresses the need to provide the state system with comprehensive information policies for the university.

Some discussion of the Adelphia cable modem service confirmed that the capability to map an IUP network drive is not available through this service because of a restriction by Adelphia. FTP and web access is available to network drives.

As a question to Dr. Piwinsky, Soni expressed concern about services, specifically optical scanning, when the VMS system is phased out. Dr. Piwinsky reported the support for test scoring and scanning

will continue and may have to be migrated to another hardware platform.

E-mail/Etiquette Team -- McFerron, Convener

This action team is reviewing two documents, one addressing proper use of campus e-mail lists and the other suggesting guidelines and suggestions for e-mail use in general. These documents will be refined and forwarded to ACPAC for adoption and distribution.

AV/media Team -- Himes, Convener

No report.

New Business:

It was suggested that the schedule of meetings be reviewed regarding spring break and that the co-chairs determine when future meetings should be cancelled.

The meeting was adjourned at 4:30 PM.

Next Meeting: **October 15, 2001**

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

November 12, 2001 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of September 10, 2001](#)
2. Co-Chairs' Report
   - Change in [meeting schedule](#)
   - ACPAC web page
   - [E-mail conversion](#)
   - FTP access to www.people.iup.edu
   - MSCA--[home use](#)
   - Internet 2
   - ACPAC representatives:
     - Wireless standards subcommittee
     - Information security subcommittee
3. Old Business:
   -
4. Report from the action teams:
   - Report from John Benhart (Banner)
   - Student Computing Team - B. Joseph, Chair
   - IBM Mainframe Activity Team - Shubra, Chair
   - Training Team - Himes, Convener
   - Web Calendar Team - McFerron, Chair
   - Distance Education Guidelines Team - Jackson, Convener
   - Report from the Provost's Office - Dr. Piwinsky
   - [E-mail/Etiquette Team](#) - McFerron, Convener
   - AV/media Action Team - Himes, Convener
   - Statistical Package Team - McFerron, Convener
5. New Business:
   - Authentication: automatic logoff

- ❍ WebCT icon for faculty
- ❍ Recommendation for client operating system and office suite ([2000-2001 report](#))
- ❍ Usernames/e-mail alias

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the November 12, 2001 Meeting.

In attendance: Anderson, Benhart, Burkett, Fowler, Grieggs, Himes, B. Joseph, Kirkpatrick, Kolb, Kornfeld, McFerron, Pagnucci, Piwinsky, Rodger, Scandrett, Scott, Soni, Yost.

Excused: Bender, Butzow, Carter, Petersen.

Absent: Dadson, Eck, Gillham, A. Joseph, Melendez, Rourke, Shubra, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the September 10, 2001 Meeting.

The minutes of the September 10, 2001 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

Change in meeting schedule

○ Manually move messages and folders from the old server to the new

The new e-mail server will be available 3 December 2001. All users will have until the end of the spring semester (13 May 2002) to switch to the new e-mail service.

FTP access to www.people.iup.edu

Currently, FTP service is available to the **wwwiup** folder (location of personal web pages) within a student's home directory (the "H:" drive). AOG has recommended that the FTP service be changed to point to the root directory of the home directory to provide access to all the home directory space. FTP service to the **wwwiup** folder will be available by selecting that folder. The TSC will implement this change during the Thanksgiving break. Student Technology Services will communicate this change to students and provide more information to students to encourage use of the personal web pages and home directories.

Report from John Benhart (Banner)

Benhart reported the following list of outstanding issues regarding faculty use of Banner:

Student scheduling -- closed courses do not appear

Course repeats -- When a student repeats a course, credits for both are applied and the D/F repeat criteria are not applied to the GPA.

Class ranking -- Class rankings for students are not available. (Piwinsky stated that this problem is due to the difficulty in defining class rank).

Class lists -- There should be a clear way to transfer lists to Excel and other programs. (McFerron reported that the Academic Help Desk is creating documentation for this process).

Piwinsky will convey these issues to the Registrar and Benhart will provide a status report at the next ACPAC meeting.

Student Computing Team -- B. Joseph, Chair

B. Joseph reported that the Student Computing Team met prior to the ACPAC meeting and discussed two issues: the proposed renovation of the Stapleton library building (which includes student computing facilities) and plans for the e-mail conversion and how they effect students. Another outstanding issue is the need to replace Chad Bender, the Graduate Student Assembly representative to ACPAC and this team.

IBM Mainframe Activity Team -- Shubra, Chair

No report.

Training Team -- Himes, Convener

A web site to house information about all campus training offerings is under development. This site should be completed by the next meeting.

Web Calendar Team -- McFerron, Chair

A new release of the IUP WebCal product (2.1) is available at: http://www.iup.edu/tsc/webcal/

This product should provide the functionality required by the university including support for PDAs. Academic Technology Services will provide training on this software as part of the spring semester technology training workshops.

This action team was disbanded.

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

Piwinsky reported that existing information guidelines and policies will be consolidated and a document created to satisfy the requirement from the SSHE office for an institutional information use policy.

With the passing of the Anti-Terrorism Act requirements on behalf of the university to report suspicious activity have increased and include activities that may be related to e-mail and other information technologies. Information regarding responsibilities on the part of the university and its employees will be posted on the ACPAC web site as it becomes available.

E-mail/Etiquette Team -- McFerron, Convener

A draft of e-mail guidelines as recommended by the action team was shared with ACPAC. ACPAC approved the housing of this document on the ACPAC web site and recommended that an e-mail message be sent to IUP faculty and staff encouraging them to follow these guidelines. Consistent with a recommendation from the action team, the following motion was approved by ACPAC:

> *ACPAC recommends that an additional set of employee e-mail lists be created and reserved for official university business. Messages from these lists should be clearly identified as official business and recipients should not be allowed to reply to the list. Permission to send to these lists should be limited to a discrete number of senior administrators. (motion: Pagnucci; second: Kolb)*

AV/media Team -- Himes, Convener

This action team was disbanded.

Statistical Package Team -- McFerron, Convener

ATS is charged with implementing the recommendations of this action team, specifically: secure funding from the savings of removing the VMS statistical packages and procure the Minitab PC software for the university.

This action team was disbanded.

New Business:

Authentication: automatic log off

AOG is developing plans and documentation to encourage/force NT authentication in the public labs. As part of those discussions, it was recognized that students must understand the importance of logging off the network when their work is complete. ACPAC was asked to provide an opinion regarding the appropriateness of automatically logging off a student after a fixed length of inactivity on the system. It was suggested that if protecting the students files and privacy is the motive for this action, then it is

likely a valid premise. This was a standard policy in regard to most mainframe systems. It was agreed that students do have the obligation and responsibility to protect their own data and it was observed that most students understand this issue in regard to both IUP e-mail and off-campus e-mail services (i.e.: students know to log off an e-mail service when they are finished). It was suggested that the graphical appearance of the screen should be much more obvious as to whether a student is logged on or logged off. AOG will seek to provide sufficient documentation and notification to students to avoid the need to automatically log off a student.

WebCT icon for faculty

Glenn Himes of the IDC will provide an icon for faculty desktops to allow direct access to WebCT. College Technology Managers and individual faculty will be encouraged to install this icon.

Recommendation for client operating system and office suite

ACPAC needs to make a recommendation regarding the standard client operating system and version of the Office Suite. This action should be completed in the spring semester allowing sufficient time for implementation prior to the Fall 2002 semester. An action team was formed to address this issue consisting of: Ben Dadson (Convener), Nancy Yost, Jack Scandrett, Jim Rodger, and Gian Pagnucci. The recommendation for AY 2000-2001 is available on the ACPAC web site (http://www.iup.edu/acpac/client-opsys-final.htm)

Usernames/e-mail alias

The ACPAC recommendation for the new username convention must be redesigned to consider the Convener),Paul Grieggsr,Tom Kirkpaetrik, Lloyd Onyrete   sSoninwtillcooardih   0e eslabnismeint ofter al

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the December 10, 2001 Meeting.

In attendance: Burkett, Eck, Grieggs, Himes, B. Joseph, Kolb, Kornfeld, McFerron, Piwinsky, Rodger, Rourke, Scandrett, Soni, Yost.

Excused: Anderson, Butzow, Carter, Fowler, Petersen, Scott.

Absent: Benhart, Dadson, Gillham, A. Joseph, Kirkpatrick, Melendez, Pagnucci, Primi, Shubra, Yang.

Guest: Onyett.

On-line entry of final grades begins 18 Dec 2001 and ends 10 AM 2 Jan 2002. Questions or concerns should be addressed to the office of the Registrar.

Old Business:

E-mail conversion

The conversion from the old e-mail server (grove.iup.edu) to the new server (iup.edu) has begun. The ATS Helpdesk has published complete documentation and the helpdesk is available to assist faculty and staff with the conversion process. The helpdesk can provide individual assistance for moving messages from the old service to the new. Primary support for e-mail client configuration issues will be provided

No report.

Report from John Benhart (Banner)

No report.

Student Computing Team -- B. Joseph, Chair

B. Joseph reported that the Student Computing Team met on 3 Dec 2001. Nancy Evans was a guest a provided information regarding the impact of the e-mail migration on students.

IBM Mainframe Activity Team -- Shubra, Chair

No report.

Training Team -- Himes, Convener

With the consent of this action team, Himes demonstrated a example web site that will be used to develop a common location for all instructional services. The plan is to include links to all workshops and training related to instructional technology. Ideas were presented from the floor on ways to make this site useable and accessible. The following motion was passed:

> *ACPAC supports the concept of developing and maintaining a web page to advertise all technology-related workshops to be called the Instruction Services portal.*

New Business:

Stabley renovation - Dr. Fowler/Dr. Himes

Dr. Himes made a presentation on the status of the life-cycle renovation plans for the Stabley library building. The plans include enhanced and expanded services with considerable use of technology. The timeframe for the renovation is 2003. Any comments or questions about the plans should be addressed to the library administration.

ISSO discussions

Rodger reported on the work of the TUC sub-committee on Technology Security. This sub-committee is charged with developing a information security policy for the university. In the short term, a draft policy was created to satisfy in part an application information assurance that is affiliated with a grant. One need is to appoint an Information Systems Security Officer for the university. The Provost's office

[Central Computing Account Retention Procedures](#)

For the last two agenda items, ACPAC members were encouraged to review the documents addressing a new e-mail service for external users (other than employees and students) and the procedures for account retention. Discussion of these procedures will be included as an old business item for the next ACPAC meeting.

Additional item:

Technology Town Meeting

Dr. Piwinsky asked for the support of ACPAC in conducting another Technology Town Meeting. A review of technology vision documents will show considerable progress and this may be an appropriate time to begin to create a vision for the future of technology at the university. ACPAC was supportive of this idea and Burkett, Onyett, and Yost volunteered to assist McFerron in planning this event. A Saturday morning in mid to late March will be considered.

The meeting was adjourned at 5:00 PM.

Next Meeting: February 4, 2002

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the February 4, 2002 Meeting.

In attendance: Benhart, Butzow, Eck, Fowler, Grieggs, B. Joseph, Kolb, Kornfeld, McFerron, Pagnucci, Primi, Rodger, Scandrett, Scott, Soni.

Excused: Burkett, Carter, Dadson, Himes, A. Joseph, Piwinsky.

Absent: Anderson, Gillham, Kirkpatrick, Melendez, Petersen, Rouke, Shubra, Yang, Yost.

Guest: Onyett.

Proceedings:

Approval of Minutes from the December 10, 2001 Meeting.

The minutes of the December 10, 2001 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

Class lists

Problems with access to student usernames and e-mail addresses were discussed. The "P:" drive (Project Directory Service) contains a dynamic list of student usernames for each course/section, but many faculty are not familiar with this service. McFerron is sending e-mail to faculty on a regular basis highlighting various technologies including the Project Directory Service. Onyett has been making presentations to the various departments within the College of Education and Education Technology explaining how to access the project directory service and the benefits of using it. Benhart reported that the Banner group (now Student Operations Group) would be meeting every Wednesday to review and prioritize Banner problems.

Technology Town Meeting (16 March 2002)

ACPAC is a sponsor for the IUP Technology Town to be held 16 March 2002. To provide input to the planning, contact McFerron, Onyett, or Yost.

Old Business:

Reports from TUC subcommittees:

Security - Rodger, Kirkpatrick

This subcommittee is working on an Information Assurance Policy. After TUC review, a draft will be brought forward to ACPAC.

Wireless - Benhart, Onyett, McFerron

A draft of a Wireless policy will be presented to TUC this week.

Windows 2000 server - (Dadson/McFerron)

Conversion to Windows 2000 Server and Active Directories will begin this summer. The impact to users will be minimal, however the procedure to log on the network will change and will no longer require the entering of a domain (e.g., IUPMSD1 or 2).

Comments on External account procedures and Central Computing Account Retention Procedures

External account procedures – with the new email server, accounts are limited to students and employees. Retired faculty and users related to the university in other ways7odd ancuire tn Iccount pn and

Training Team - Himes, Convener

No report.

Username/Alias Team - Soni, Convener

This team has not met recently and is waiting for information from the TSC.

Op Sys/Office Suite Team - Dadson, Convener

This team will meet and develop a recommendation for the March meeting.

Report from the Provost's Office - Dr. Piwinsky

No report.

Report from John Benhart (Banner)

The Banner group has been restructured and John Benhart will serve on the Student Operations Group. This group will meet weekly. John provided some information about student e-mail lists (above).

Student Computing Team - B. Joseph, Chair

Joseph introduced Adam Primi, Graduate Student Assembly member. The minutes of the 28 Jan 02 action team meeting were distributed.

IBM Mainframe Activity Team - Shubra, Chair

No report.

New Business:

Automatic logoff in labs

With the beginning of forced authentication in the public labs, a problem has arisen with students neglecting to log off the network. Onyett stated that the Davis Lab started to educate students at the beginning of the fall semester as to the importance of logging off. By his records, only 3 students didn't log off during the fall semester. ECOBIT Lab records show 70% of students not logging off. The possibility of purchasing software to automatically log students off was discussed. Problems would arise in determining when to log off students. Pagnucci suggested a screen saver to remind students to log off. It was suggested that students be better educated regarding their responsibility to log on and off computers in the public labs and the potential problems if they neglect to do so. McFerron explained

that whatever solutions are recommended need to be consistent among the five public labs on campus. Butzow suggested that AOG address this issue. Onyett requested that this be included on the agenda for the last ACPAC meeting of the semester with the intent of reviewing data from public labs.

The meeting was adjourned at 4:40 PM.

Next Meeting: **March 11, 2002**

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

March 11, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of February 4, 2202](#)

2. Co-Chairs' Report

   Recap Conference ([announcement](#)/[call for papers](#))
   Technology Town Meeting (16 March 2002) ([register here](#))
   E-mail list subcommittee

3. Old Business:

   Reports from TUC subcommittees:

   - Security - Rodger, Kirkpatrick
   - Wireless - Benhart, Onyett, McFerron
   - Windows 2000 server - (Dadson/McFerron)

4. Report from the action teams:

   IBM Mainframe Activity Team - Shubra, Chair
   Distance Education Guidelines Team - Jackson, Convener
   Training Team - Himes, Convener
   Username/Alias Team - Soni, Convener
   Op Sys/Office Suite Team - Dadson, Convener
   Report from the Provost's Office - Dr. Piwinsky
   Report from John Benhart (Banner)
   Student Computing Team - B. Joseph, Chair

5. New Business:

    Faculty PC plan
    Funds from VMS maintenance
    By-laws

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 11, 2002 Meeting.

In attendance: Benhart, Dadson, Eck, Grieggs, B. Joseph, Kirkpatrick, Kolb, Kornfeld, McFerron, Piwinsky, Primi, Rodger, Scandrett, Scott, Soni.

Excused: Burkett, Butzow, Carter, Fowler, Himes, A. Joseph, Petersen.

Absent: Anderson, Gillham, Melendez, Pagnucci, Rouke, Shubra, Yang, Yost.

Guest: Onyett.

Proceedings:

Approval of Minutes from the February 4, 2002 Meeting.

The minutes of the February 4, 2002 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

Recap Conference

The announcement and the call for papers for the Recap Conference at Westchester in May are available from the ACPAC website.

Technology Town Meeting (16 March 2002)

Technology Town Meeting 4 will be held this Saturday, March 16, 2002 in the ECOB complex.

E-mail list subcommittee

Ramesh Soni will serve as the ACPAC representative to the TUC subcommittee addressing e-mail lists.

Old Business:

Reports from TUC subcommittees:

Security - Rodger, Kirkpatrick

This subcommittee has completed a draft of the security policy which will be reviewed by TUC and then forwarded to ACPAC and AOG for further review and approval.

Wireless - Benhart, Onyett, McFerron

The Wireless subcommittee has created a draft policy and set of guidelines that will be reviewed by TUC and then presented for further review.

Windows 2000 server - (Dadson/McFerron)

AOG has requested that active directories be available this summer with the expectation that they will run in parallel with the NT security domains.

Reports from the action teams:

IBM Mainframe Activity Team - Shubra, Chair

No report.

Distance Education Guidelines Team - Jackson, Convener

Kolb suggested that this item remain on the agenda until we are assured that guidelines do not need to be adopted. Middle States guidelines should be considered. Piwinsky reported that the state system and APSCUF have reached an agreement regarding evaluation of faculty teaching distance education courses.

Training Team - Himes, Convener

No report. McFerron reported that he met with library staff to coordinate service offerings to students.

Username/Alias Team - Soni, Convener

Information about the proposed software solution and associated costs should be available by the end of March.

Op Sys/Office Suite Team - Dadson, Convener

The following motion was passed unanimously:

> *ACPAC recommends that for the fall 2002 semester the Office XP suite and the client*
> *operating system Windows XP Professional be adopted, recognizing that some university*

peripheral equipment may not be compatible with this operating system.

Report from the Provost's Office - Dr. Piwinsky

Regarding the Microsoft Campus Agreement, the renewal of this agreement will be finalized by the state system office this summer. It is likely that some of the software will be offered individually rather than part of the overall agreement. Frontpage will not likely be part of the office suite. More details may be

The meeting was adjourned at 4:30 PM.

Next Meeting: **April 8, 2002**

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

April 8, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of March 11, 2202](#)
2. Co-Chairs' Report
   - Disband Opsys/suite team
3. Old Business:
   - Report from Technology Town Meeting
4. Report from the action teams:
   - [Bylaws Team](#) - Kolb, Convener
   - Student Computing Team - B. Joseph, Chair
   - IBM Mainframe Activity Team - Shubra, Chair
   - Distance Education Guidelines Team - Kolb, Convener
   - Training Team - Himes, Convener
   - [Username/Alias Team](#) - Soni, Convener
   - Op Sys/Office Suite Team - Dadson, Convener
   - Report from the Provost's Office - Dr. Piwinsky
   - Report from John Benhart (Banner)
5. New Business:
   - VMS Accounts, future of VAX
   - Future Meetings
   - Nominating Action Team/Election

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the April 8, 2002 Meeting.

In attendance: Anderson, Carter, Dadson, Eck, Fowler, Grieggs, B. Joseph, Kirkpatrick, McFerron, Pagnucci, Primi, Rodger, Scandrett, Soni, Yost.

Excused: A. Joseph, Kornfeld, Piwinsky, Scott.

Absent: Benhart, Burkett, Butzow, Gillham, Himes, Kolb, Melendez, Petersen, Rouke, Shubra, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the March 11, 2002 Meeting.

The minutes of the March 11, 2002 meeting were approved as published on the ACPAC web site.

Co-Chairs' Report:

Disband Opsys/suite team

Since the recommendation from the Operating System/Office Suite Action Team was approved by ACPAC at the last meeting, it was agreed that this team should be disbanded. Action teams to discuss recommendation for software in the future will be created as needed.

Old Business:

Report from Technology Town Meeting

McFerron reported that approximately 60 people attended Technology Town Meeting 4 held on 16 March 2002. Seven discussion groups were conducted addressing five different topics. The notes from each group have been posted on the ACPAC web site (http://atssrv1.ats.iup.edu/acpac/tt4-groups.doc). A summary report of the event will be submitted to ACPAC.

Reports from the action teams:

Bylaws Team - Kolb, convener

The first draft of the bylaws have been posted on the ACPAC website (_____

No report.

Training Team - Himes, Convener

No report.

Username/Alias Team - Soni, Convener

The action team presented a proposal to create e-mail aliases for students and employees (http://atssrv1.ats.iup.edu/acpac/e-mail-team-report.doc). The proposal suggests that aliases for students will consist of first initial, period, middle initial (if available), period, complete last name, sequential number beginning with null, 1, 2, 3, etc.. Employee aliases will consist of complete first name, period, last name, and if required a sequential number. Employees will be allowed to change an alias once.

ACPAC approved the proposal for the action team which will be forward to TUC for consideration.

Op Sys/Office Suite Team - Dadson, Convener

Team disbanded.

Report from the Provost's Office - Dr. Piwinsky

No report.

Report from John Benhart (Banner)

No report. Soni highlighted a problem associated with faculty access to online records for students that are not assigned as advisees. Faculty members or other assisting these students will need to request that the student or the department secretary access the records.

New Business:

VMS Accounts, future of VAX

ATS is working with the TSC to determine any residual activity on the VMS system. It is anticipated that there will be no need for the academic VMS system after the summer sessions. The following motion was approved:

> *ACPAC agrees that student usernames no longer need to be automatically generated for the VMS system. Until the deactivation of the academic VMS system, student usernames should be requested via the project request form and project roster form.*

This recommendation will be forwarded to the TUC.

Future Meetings

Meetings for the 2002-2004 Academic year will be posted on the ACPAC web site. A date of 8 July 2002 will be reserved for a summer meeting if needed. Meetings will continue to be held in the ECOB boardroom.

Nominating Action Team/Election

A Nominating Action Team was created consisting of Soni (convener) and Rodger. The team will submit a slate of candidates for the Elected Co-Chairperson. The Election will be held at the May meeting of ACPAC (6 May 2002).

The meeting was adjourned at 5:01 PM.

Next Meeting: **May 6, 2002**

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

May 6, 2002 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. Approval of the Minutes of April 8, 2202
2. Co-Chairs' Report
   - Information Assurance Guidelines (TUC)
   - TUC subcommittees (E-mail lists, Internet RFP, Active Directories)
   - Status of information policies
   - Financial report
   - Report from Technology Town Meeting
   - _____

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 6, 2002 Meeting.

In attendance: Anderson, Benhart, Butzow, Carter, Grieggs, B. Joseph, Kolb, Kornfeld, McFerron, Pagnucci, Piwinsky, Rodger, Scott, Yost.

Excused: Burkett, A. Joseph, Kirkpatrick, Petersen, Rodger, Scandrett, Soni.

Absent: Dadson, Eck, Fowler, Himes, Melendez, Primi, Rourke, Yang.

Guest: Onyett.

Proceedings:

Approval of Minutes from the April 8, 2002 Meeting.

The minutes of the April 8, 2002 meeting were approved as published on the ACPAC web site. *(Motion: Butzow; second: Carter).*

Co-Chairs' Report:

The following motion was passed by ACPAC:

> *The members of ACPAC extend their sincere thanks on behalf of the academic community to Dr. Ramesh Soni for his efforts and leadership in his role as Co-Chair of ACPAC. (Motion: Butzow; second: Carter).*

Information Assurance Guidelines (TUC)

McFerron reported on the status of the draft Information Assurance Guidelines being considered by TUC. This document has been referred back to the subcommittee for further discussion and modification. Rodger is the ACPAC representative to this subcommittee. Other academic representatives are Brad Smith, Tom Kirkpatrick, and Mary Micco. A final draft should be presented to ACPAC in the fall for review and endorsement.

TUC subcommittees (E-mail lists, Internet RFP, Active Directories)

Soni is serving as the ACPAC representative to the E-mail lists subcommittee. The subcommittee has

made a request to TUC to provide automated course/section e-mail lists for the fall. Other lists are being discussed and considered. The TSC has suggested that establishment of new lists are only limited by the availability of appropriate data. The configuration and use of employee e-mail lists are also being discussed by this subcommittee.

The Internet RFP subcommittee has issued the RFP for the connection to the internet. There were over

Report on logging off in the public labs

Earlier this semester, ACPAC requested a status report for the last meeting of the year regarding how

With this changes in place, the total ACPAC membership numbers 30, 16 of which are specified as faculty members. McFerron will make these changes, post the revised document on the ACPAC web site, and request ACPAC to review the revised document. After a period for comments and changes, an electronic vote will be requested. The effort is to finalize the Constitution and Bylaws this summer so that ACPAC can be properly constituted for the fall.

Student Computing Team - B. Joseph, Chair

B. Joseph reported that the Student Computing Team met and discussed the results of the student survey. Comments by students will be further analyzed. The team discussed summer advising and testing orientations and the technology information provided to these groups. An issue regarding the use of some network services by students in the residence halls will be further investigated and brought before ACPAC in the fall.

Distance Education Guidelines Team - Kolb, Convener

Kolb reported that there are 854 students enrolled for distance education courses this summer. Dean Kolb will continue to provide periodic reports to ACPAC about distance education. Seeing no need to consider distance education guidelines, this action team was disbanded.

Training Team - Himes, Convener

No report.

Username/Alias Team - Soni, Convener

No report.

Report from the Provost's Office - Dr. Piwinsky

Dr. Piwinsky reported the following:

1. This is the last week that the old (VMS) e-mail service will be available.
2. The Internet RFP process is underway with completion planned for the fall.
3. The university is anticipating a 2 1/2 - 3 percent reduction in budget allocation for the next fiscal year.

New Business:

Co-Chairperson election

Nancy Yost was unanimously elected as ACPAC co-chair for a term of one year.

The meeting was adjourned at 4:48 PM.

Next Meeting: **September 16, 2002 (tentative summer meeting: July 8, 2002)**

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 teaons for ssng pag mosackage Teamp
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

some guidelines on e-mail etiquette. The E-mail action team consists of Gian Pagnucci, Rick McFerron and Nancy Yost.

The meeting was adjourned at 4:45 PM.

Next Meeting: **Fall 2001**

Prepared by Rick McFerron with notes from Dotti Angel.

[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](#)

Academic Computing Policy Advisory Committee
November, 2001

Guidelines for E-mail Use

E-mail has become an everyday part of our professional and personal lives. But many users fall into common traps that reduce the effectiveness of this excellent method of communication. By following just a few simple rules, e-mail can be professional, personal and effective.

E-mail lists

Messages to multiple users, particularly e-mail lists, should be kept as concise as possible. In the case of IUP employee e-mail lists, messages should contain information that is important or interesting to most or all of the recipients. Personal messages should be avoided. University e-mail should not be used for advertisements or for personal gain. Instead of sending attachments to all members of a list, make the information available on a web page or network drive and send all members the link or fib pwltnal, pepwlwe   ( )Tj   /TT1 1 Tf   0 -1.353 TDA attachmentstoshrivet

attachmen ;l messagesabovef thislimmismdaybb pwsnn. Mmost users ivelimmtsedbyo thenuembee

toshriveayulagere fib withemmanypeoipls, laucemis on a

wor, bBsyoh ctiv subjsorde d an e-mail mep/TT< :assagerlyhisShe e

Content

Always give the personal touch. Be sure to greet the user and include a closing. It's a simple touch, but it makes your e-mail less abrupt and more personal. Signatures should be kept short and simple. Professional signatures should contain your full name, business phone number and e-mail address. You may also include a mailing address, if desired. It's generally considered good etiquette to limit your signature to four lines or less. It's a good idea to include your e-mail address in the body of any text you send to make it simpler for the recipient to contact you.

Proofread

Always spell check and proofread what you've written. Few things make as poor an impression as e-mail littered with typos and misspellings. Carefully consider the style of your e-mail writing and avoid being either too chatty or too brief. Avoid unnecessary abbreviations and acronyms. Conventions such as typing ALL CAPS to indicate emphasis may be interpreted quite differently than you intended.

Security

Remember that e-mail is not a secure method of communication. Never send anything in an e-mail message that you would not want to see on the front page of the *New York Times*. Also be careful to whom you forward e-mail and beware of the "Reply All" feature--it's often undesirable to respond to everyone who received a particular e-mail. Review the list of recipients before you send your message. E-mail is not necessarily private communication.

Maintain your e-mail

You should periodically review your e-mail quota to avoid losing messages because you have exceeded your quota. Be systematic about deleting messages you don't need and saving important messages in a safe place.

Keeping these few simple rules in mind will help you to be a courteous and professional e-mail user. Your colleagues will thank you for it.