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 2003-2004

Date	Time		

Indiana University of Pennsylvania

ACPAC

September 15, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

1. [Approval of the Minutes of May 5, 2003](#)
2. Co-Chairs' Report
   - Welcome new members:
     - Kustim Wibowo
     - Janelle Troy2

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the September 15, 2003 Meeting.

In attendance: Anderson, Diaz-Martin, Eck, Giever, Grieggs, Himes, A. Joseph, B. Joseph, Kornfeld, McFerron, Onyett, Pagnucci, Scandrett, Scott, Shim, Smith, Soni, Troyer, Wibowo, Yost..

Excused: Benhart, Dadson, Hrabovsky, McCreary, Sherburne.

Absent: Kolb, Mukasa, Piwinsky.

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includes student machines in the residence halls and faculty laptops and notebooks).

reconfigured public labs

A new public lab was created in Leonard Hall. Further enhancement to the Leonard lab will be made during the winter break. The Mack Hall lab was converted to a 30-seat teaching facility. Reservations may be made through the Academic Help Desk (www.iup. edu/ats/helpdesk). The computer lab in Johnson Hall was reconfigured to include larger workspaces for students and a lounge area.

changes to testscoring

The procedure to request the testscoring service has been modified to adapt to the new testscoring software. Old testscoring forms (General Purpose Answer Sheets) and envelopes can no longer be used. Messages have been sent to known testscoring users, department secretaries, and all faculty about these changes. Department secretaries can submit old forms to Central Stores for credit toward the new forms.

Financial Report

There is currently $9,000 in the ACPAC fund. It is expected that a total of $30,000 will be available this fiscal year.

TUC Feedback

TUC Electronic Portfolios subcommittee

The ACPAC request for expanded student home directories to allow storage of electronic portfolios has been accepted by TUC. This subcommittee will meet soon to discuss implementation plans.

TUC Strategic Wireless Planning subcommittee

The wireless planning subcommittee has met and will issue a report to TUC. The report does not recognize any need for a strategic wireless plan.

TUC Web-based E-mail Services subcommittee

This subcommittee will be convened soon to review the existing web-based e-mail client (I-mail) and determine the need to pursue another client.

CORAL (Collaborative On-line Research and Learning) training

Information on this training opportunity at Clarion (24 Oct 03) is available on the ACPAC website. Diaz-Martin will be attending. Others are welcome.

Old Business:

E-mail aliases

E-mail aliases have been made available to IUP employees and students. This project is complete. Feedback from students has been positive. Employees may make a one-time request to change their e-mail alias.

Respondus software

The university was able to purchase Respondus through an agreement arranged by the state office. The cost is $600 annually. ACPAC had originally agreed to fund the purchase at a cost of $1999.

Standing Reports:

Report from John Benhart (Banner)

Benhart was excused from the meeting. He made a request to the co-chairs that he be removed from this

Software Access Team - Kornfeld, Convener

Kornfeld reported that the results of the survey showed that access to specific software does not seem to be a critical problem. The team will hold one more meeting.

Technology Fee Team - Smith, Convener

This team is disbanded.

E-mail Team - Soni, Convener

Soni reported that this team will meet soon to discuss e-mail use guidelines and e-mail lists and review the policy establishing the "official" use of e-mail.

New Business:

Faculty member for Student Portal action team

Dennis Giever volunteered to serve as an additional ACPAC faculty member on the Student Portal action team.

Wibowo suggested that ACPAC should investigate open source software. An action team was created consisting of Scandrett and Shim, with Wibowo as convener.

The E-mail action team will review the draft policy circulated by Patrick McCreary and bring it forward for ACPAC endorsement if appropriate.

The meeting was adjourned at 4:40 PM.

Next Meeting: **October 13, 2003**

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

October 13, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

Approval of the Minutes of September 15, 2003
Co-Chairs' Report
- Financial report
- TUC Feedback

Old Business:
Standing Reports:
- Report from Digital Repositories group
- Report from the Provost's Office - Dr. Piwinsky

Report from the Action Teams:
- University Website Team - Pagnucci, Convener
- Open Source Software Team - Wibowo, Convener
- E-mail Team - Soni, Convener
- Student Portal Team - McFerron, Chair
- Student Computing Team - B. Joseph, Chair
- Software Access Team - Kornfeld, Convener

New Business:
- Request from TUC (Wireless)

Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the October 13, 2003 Meeting.

In attendance: Asamoah, Dadson, Grieggs, Himes, B. Joseph, Kornfeld, McFerron, Miller, Sherburne, Shim, Soni, Wibowo, Yost.

Excused: Anderson, Diaz-Martin, Giever, Hrabovsky, A. Joseph, Piwinsky, Scandrett, Scott, Smith.

Absent: Benhart, Eck, Kolb, McCreary, Mukasa, Onyett, Pagnucci, Troyer.

Proceedings:

Approval of Minutes from the September 15, 2003 Meeting.

The minutes of the September 15, 2003 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Welcome new members:

Joanne Miller

Joanne Miller will be serving as the Undergraduate/Student Congress representative.

Financial Report

There is currently $31,999 in the ACPAC fund.

TUC Feedback

TUC subcommittees are addressing the following issues: Web-based E-mail Services, Electronic Portfolio Implementation, E-mail Lists, and Backup Services. The Wireless Network Strategic Planning subcommittee submitted its final report.

Announcement

Several PC vendors will be on campus 22 Oct 03. They will be displaying their products in the Allegheny Room of the HUB from 9 until 4:30.

Old Business:

Standing Reports:

Report from Digital Repositories group

Himes reported on the meeting of 6 Oct 03. This group is exploring the notion of digital repositories and the form that such a depository may take. The general concept is to be able to deposit many types of digital items and be able to retrieve and reuse them.

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

No report.

Reports from the Action Teams:

University Website Team -- Pagnucci, Convener

No report.

Open Source Software Team -- Wibowo, Convener

This action team has not yet met, but Wibowo reported on some research into open source software. He

were raised. An alternative approach would be to require students to register a PC before it can be attached to the network.

Software Access Team - Kornfeld, Convener

Kornfeld reported that a final meeting of this team will be scheduled.

New Business:

Request from TUC (Wireless)

The Wireless Network Strategic Planning subcommittee of TUC submitted a report that concluded that no strategic plan for wireless is necessary at this point. TUC would like some guidance in considering wireless access os gcfen areas of the campus--that is, areas not being addressed by individual colleges or departments. Given the fact that students may be the biggest beneficiaries of such a service, TUC requested input from the ACPAC Student Computing Action Team. Joseph suggested that the action team is considering a survey of students to gauge their use of technology services. Questions regarding wireless access could be included in this effort which may be undertaken os gthe spring semester.

Other Business:

Vision Team

Himes os warded a request from Mark Piwinsky os gACPAC to consider long term technology needs. It was agreed that a Vision Action Team should be convened to discuss this issue. Glenn Himes will convene this team to consist of Dadson, Grieggs, McFerron, Piwinsky, and Yost.

Testscoring

Soni expressed concern with the new testscoring program. He volunteered to collect comments and complaints from other faculty members and coordinate resolution of problems with ATS and the TSC.

The meeting was adjourned at 4:52 PM.

Next Meeting: November 10, 2003

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

November 10, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

Approval of the Minutes of October 13, 2003
Co-Chairs' Report
- Financial report
- Addition to Project Directory Service
- ACPAC website--links
- PC vendors

Old Business:
- Use of ACPAC funds

Standing Reports:
- Report from Digital Repositories group
- Report from the Provost's Office - Dr. Piwinsky

Reports from the Action Teams:
- Vision Team -- Himes, Convener
- Software Access Team -- Kornfeld, Convener
- University Website Team -- Pagnucci, Convener
- Open Source Software Team -- Wibowo, Convener
- E-mail Team -- Soni, Convener
- Student Portal Team -- McFerron, Chair
- Student Computing Team -- B. Joseph, Chair

New Business:
Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the November 10, 2003 Meeting.

In attendance: Anderson, Asamoah, Eck, Giever, Grieggs, Himes, Kornfeld, McFerron, Miller, Mukasa, Onyett, Scandrett, Scott, Sherburne, Smith, Soni, Yost.

Excused: Hrabovsky, A. Joseph, B. Joseph, Wibowo.

Absent: Benhart, Dadson, Diaz-Martin, Kolb, McCreary, Pagnucci, Piwinsky, Shim, Troyer.

Proceedings:

Approval of Minutes from the October 13, 2003 Meeting.

The minutes of the October 13, 2003 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

There is currently $31,999 in the ACPAC fund.

Addition to Project Directory Service

The Project Directory Service (PDS) is ancillary disk space associated with each course/section. Instructors may use the various folders in this directory to supplement the activities of a course. In the "Instructor Only" folder, a file called "class-list.txt" contains a dynamic list of students enrolled in the course. Currently the information consists of student lastname, firstname, middlename, username, e-mail alias. Responding to suggestions from faculty, the TSC has proposed adding student banner number to each record in the file. It is likely this additional information will be available in the spring semester version of the PDS.

ACPAC website--links

Additional information on the ACPAC website (http://www.iup.edu/acpac/) includes a section titled "College Technology Committees" which links to chairs of each college committee and another section titled "Other Items of General Information" which includes links to other university technology committees (TUC, AOG, ACOC).

PC vendors

E-mail Team - Soni, Convener

Soni reported that this team met last week. A questionnaire is being developed to determine needs for e-mail lists. The team will meet with Sam Puleio to discuss various open issues.

Student Portal Team -- McFerron, Chair

This team has not met since the last ACPAC meeting. On-campus vendor visits are being scheduled.

Student Computing Team -- B. Joseph, Chair

Kornfeld reported for Joseph that a meeting was held on 6 Nov 03. Minutes are available from the ACPAC site (minutes). The primary activity was the discussion of the technology survey to be administered to students during the spring semester. The action team is requesting that $300 - $500 be made available from the ACPAC funds to provide an incentive prize for students to complete the survey. That request will be considered by the ACPAC Funds action team.

New Business:

Testscoring

Soni requested that an action team be created to address difficulties with the new testscoring system. This issue was recently discussed at an Academic Council meeting. The action team will consist of Miller and Sherburne with Soni convening.

Other Business:

Wireless

Mukasa brought forward some questions about wireless access. A TUC subcommittee determined that sufficient processes were in place to allow growth of wireless access. Wireless access to departments and colleges have been developed and continue to develop. The following is a link to a wireless connectivity map maintained by Network Operations in the TSC: http://netops.net.iup.edu/wirelessmap.htm

TUC is seeking direction from ACPAC regarding providing wireless access to spaces other than in college buildings. The Student Computing Action Team will respond to this after completion of the student survey. There will be no consideration of wireless access outside the bounds of the campus. A local ISP (Yourinter.net) provides such a service.

The meeting was adjourned at 4:12 PM.

Next Meeting: December 8, 2003

Prepared by Rick McFerron.

Indiana University of Pennsylvania

ACPAC

December 8, 2003 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

Approval of the Minutes of November 10, 2003

Presentation: Teaching/Learning Lab concept (Guests)

Co-Chairs' Report
- Financial report

Old Business:

Standing Reports:
- Report from the Provost's Office - Dr. Piwinsky
- Report from Digital Repositories group

Reports from the Action Teams:
- ACPAC Funds Team -- McFerron, Convener
- Testscoring Team -- Soni, Convener
- Student Computing Team -- B. Joseph, Chair
- Vision Team -- Himes, Convener
- University Website Team -- Pagnucci, Convener
- Open Source Software Team -- Wibowo, Convener
- E-mail Team -- Soni, Convener
- Student Portal Team -- McFerron, Chair

New Business:
- TUC E-mail Attachment Proposal
- Office 2003

Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the December 8, 2003 Meeting.

In attendance: Grieggs, Himes, A. Joseph, B. Joseph, Kornfeld, McFerron, Mukasa, Onyett, Pagnucci, Sherburne, Shim, Soni, Troyer, Yost.

Excused: Asamoah, Diaz-Martin, Giever, Miller, Scandrett, Scott, Smith, Wibowo.

Absent: Anderson, Benhart, Dadson, Eck, Hrabovsky, Kolb, McCreary, Piwinsky.

Guests: Cessna, Kline, Ray.

Proceedings:

Approval of Minutes from the November 10, 2003 Meeting.

The minutes of the November 10, 2003 meeting were approved with changes.

Presentation:

Teaching/Learning Lab concept (Guests)

Mary Ann Cessna, outgoing chairperson of the Center for Teaching Excellence, Dee Kline, incoming director, Center for Teaching Excellence and Terry Ray, Director, Reflective Teaching Circle discussed the proposed IUP Versa-Lab, a facility for experimental teaching and learning. Dean Fowler has offered space in the library for this new lab which would be a centralized, university facility to support teaching and learning. The facility is perceived to be physically and logically flexible to allow it to be used in a variety of different ways. The request was made that ACPAC become a partner in this project. It was decided this issue would be held for further discussion by the ACPAC members at the February 2004 meeting

Co-Chairs' Report:

Financial Report

There is currently $31,999 in the ACPAC fund.

Standing Reports:

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

No report.

Report from Digital Repositories group

Paul Kornfeld reported that the last meeting consisted of a presentation on learning objects by Mike Powers and a demonstration of D-space. The group will continue by having presentations of other products.

Reports from the Action Teams:

ACPAC Funds Team -- McFerron, Convener

This action team met on 3 Dec 03 and submitted a report to ACPAC: Report from Funds Action Team. The report was discussed and the following motions were passed:

No report.

Student Computing Team -- B. Joseph, Chair

Minutes for the 4 Dec 03 meeting are available on the ACPAC website: minutes.

Team is in the process of completing the design of the survey which will be made available to students via URSA between March 1 and April 14, 2004 (during registration for the fall 2004 semester). Other items included reports from Student Technology Services (Nancy Evans), and ResNet/Residence Life (Patrick McDevitt). A communications plan is being discussed.

Vision Team -- Himes, Convener

No report.

University Website Team -- Pagnucci, Convener

Gian Pagnucci suggested that before pursuing a review of the university website, some authority or endorsement to do so should be sought. The matter will be brought to the Provost's office and possibly the Council of Deans.

Open Source Software Team -- Wibowo, Convener

No report.

E-mail Team - Soni, Convener

No report.

Student Portal Team -- McFerron, Chair

A demonstration of the Plumtree portal product has been scheduled for 10 Dec 03. Additional products will be reviewed to gain information about portal functionality.

New Business:

TUC E-mail Attachment Proposal

The proposal from the TUC (proposal) was distributed and discussed. ACPAC passed the following motion:

> *ACPAC endorses the E-mail Attachment Filtering Proposal from the TUC (motion: Pagnucci; second: Grieggs). (vote: 13 Yes, 1 No).*

Office 2003

ACPAC agreed to activate the Office Suite Action Team to review the suitability of the Office 2003 product and possibly recommend adoption as the standard office suite. Team members will be determined at the February, 2004 meeting.

The meeting was adjourned at 5:00 PM.

Next Meeting: February 2, 2004

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

February 2, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

Approval of the Minutes of December 8, 2003

Co-Chairs' Report
- Financial report
- Report from Educause

Old Business:
- Discuss Versa-lab/Uni-lab proposal
- Faculty for Funds Review subcommittee
- Members for Office Suite Action Team
- Rename Student Computing Action Team

Standing Reports:
- Report from Funds Review Subcommittee
- Report from Digital Repositories group
- Report from the Provost's Office - Dr. Piwinsky

Reports from the Action Teams:
- Evaluation Team -- Joseph, Convener
- Student Portal Team -- McFerron, Chair
- Testscoring Team -- Soni, Convener
- Student Computing Team -- B. Joseph, Chair
- Vision Team -- Himes, Convener
- University Website Team -- Pagnucci, Convener
- Open Source Software Team -- Wibowo, Convener
- E-mail Team -- Soni, Convener

New Business:
- Proposed changes to PDS

Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

ACPAC endorses the concept of the versatile teaching/learning lab and designates Glenn Himes as an ACPAC liaison regarding future developments of this project. (motion: Pagnucci; second: Giever).

Faculty for Funds Review Subcommittee

Patrick McCreary and JB Smith volunteered to serve as the ACPAC faculty members of the Funds Review Subcommittee. Dennis Giever should be considered for the graduate faculty/research representative.

Members for Office Suite Action Team

The Office Suite Action Team will consist of Lloyd Onyett (converner), Ben Dadson, Paul Kornfeld, Dennis Giever, and Leem Shim.

Rename Student Computing Action Team

Given the ongoing mission of the Student Computing Action Team, it has been renamed to the Student Computing Subcommittee.

Standing Reports:

Report from Funds Review Subcommittee

No report

Report from Digital Repositories group

The next meeting of this group is 20 Feb 04. A report will be made at the next ACPAC meeting.

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

No report.

Reports from the Action Teams:

Evaluation Team -- Joseph, Convener

A final report will be available by the end of March.

Student Portal Team -- McFerron, Chair

A demonstration of the SCT portal product is scheduled for 5 Feb 04.

Testscoring Team -- Soni, Convener

A meeting of this team will be scheduled.

Student Computing Team -- B. Joseph, Chair

The team will meet 5 Feb 04. The Institutional Review Board has approved the student technology survey scheduled for the spring semester. Pending is notification as to how ACPAC funds could be used for the survey incentive.

Vision Team -- Himes, Convener

The team met on 30 Jan 04 to begin discussions. More meetings will be held before any recommendation can be made to ACPAC.

University Website Team -- Pagnucci, Convener

This team is waiting for notification from the Council of Deans on how to pursue this activity.

Open Source Software Team -- Wibowo, Convener

Jack Scandrett reported for the team. The recommendation is that IUP remain open to operating systems other than Microsoft--whether open source or not. Patrick McCreary mentioned the lack of support for "non-supported" software and equipment. It was agreed that this action team should discuss in some detail the issue of open source software with the College Technology Managers. McFerron will facilitate this interaction.

E-mail Team - Soni, Convener

Ramesh Soni has been communicating with team members regarding suggestions for automated e-mail lists. The team will meet to discuss the suggestions. Also under review is the proposal to restructure the employee e-mail lists. The proposal calls for a parallel set of employee lists--one that would be an open forum and would allow an employee to "opt out" (elect to be removed from the list) and a second list that would be for official use and would require all employees to be a member. This official list would be moderated to assure only appropriate messages would be sent to it.

ACPAC will review the employee e-mail list proposal at the next meeting.

New Business:

Proposed changes to PDS

A proposal has been made by ATS and the TSC to make the following changes to the Project Directory Service:

> Change the student folder naming convention from username to e-mail alias
> Eliminate the security.txt files placed in each directory

Modify past semester archives to only archive data for course/section directories that were used during the semester

These proposed changes will be reviewed at the next ACPAC meeting.

Other Business:

Internet access

The recent difficulties with Internet bandwidth were raised and discussed. At some times the connection speeds have been very slow. This problem has been recognized by the TSC and is being addressed. Pat Scott reported that Mark Piwinsky addressed this issue at a recent Council of Deans meeting.

Note: the following information was obtained from Mark Piwinsky regarding his report to the deans on this subject:

The problem with Internet access has been recognized and three approaches to solving the problem are being discussed:

Acquire more bandwidth. The means by which the bandwidth will be acquired is being discussed with the state office.
Implement additional traffic shaping and load management.
Consider restricting or limiting certain applications and/or traffic. This alternative would require changes to existing policies and procedures.

Indiana University of Pennsylvania

ACPAC

March 1, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

Approval of the Minutes of February 2, 2004

Co-Chairs' Report
- Financial report
- Membership change

Old Business:
- Review PDS changes
- Review proposed changes to employee e-mail lists

Standing Reports:
- Report from the Student Computing Subcommittee
- Report from the Provost's Office
- Report from Funds Review Subcommittee
- Report from Digital Repositories group

Reports from the Action Teams:
- Office Suite Team -- Onyett, Convener
- E-mail Team -- Soni, Convener
- Evaluation Team -- Joseph, Convener
- Student Portal Team -- McFerron, Chair
- Testscoring Team -- Soni, Convener
- Vision Team -- Himes, Convener
- University Website Team -- Pagnucci, Convener
- Open Source Software Team -- Wherry change 1, 2004 Meeting

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the March 1, 2004 Meeting.

In attendance: Anderson, Asamoah, Dadson, Donley, Grieggs, Himes, A. Joseph, B. Joseph, Kornfeld, McCreary, McFerron, Pagnucci, Shim, Soni.

Excused: Giever, Onyett, Scandrett, Smith, Yost.

Absent: Benhart, Diaz-Martin, Eck, Hrabovsky, Kolb, Miller, Mukasa, Piwinsky, Scott, Troyer, Wibowo.

Proceedings:

Approval of Minutes from the February 2, 2004 Meeting.

The minutes of the February 2, 2004 meeting were approved with corrections.

Co-Chairs' Report:

Financial Report

There is currently $31,999 in the ACPAC fund.

Membership change

Dr. Ed Donley was welcomed to ACPAC has the new faculty representative from the College of Natural Sciences and Mathematics. He is replacing Dr. Lou Sherburne. Thanks to Dr. Sherburne for her service to ACPAC.

Old Business:

Review PDS changes

The following is an excerpt from the ACPAC minutes of 2 Feb 04:

> *A proposal has been made by ATS and the TSC to make the following changes to the Project Directory Service:*

> *Change the student folder naming convention from username to e-mail alias*
> *Eliminate the security.txt files placed in each directory*
> *Modify past semester archives to only archive data for course/section*
> *directories that were used during the semester*

> *These proposed changes will be reviewed at the next ACPAC meeting.*

The following motion was approved:

> *ACPAC endorses the proposed changes to the Project Directory Services. (motion: Donley; second: Kornfeld).*

Additional changes to the PDS can be forwarded to ATS for discussion.

Review proposed changes to employee e-mail lists

The following is an excerpt from the ACPAC minutes of 2 Feb 04:

> *Ramesh Soni has been communicating with team members regarding suggestions for automated e-mail lists. The team will meet to discuss the suggestions. Also under review is the proposal to restructure the employee e-mail lists. The proposal calls for a parallel set of employee lists--one that would be an open forum and would allow an employee to "opt out" (elect to be removed from the list) and a second list that would be for official use and would require all employees to be a member. This official list would be moderated to assure only appropriate messages would be sent to it.*

> *ACPAC will review the employee e-mail list proposal at the next meeting.*

An open issue is who will be the responsible party for moderation of the official employee e-mail lists. After discussion, the following motion was approved:

> *ACPAC endorses the establishment of additional employee e-mail lists to result in one official list and one open forum for each subset of employees. (motion: McCreary; second: Dadson).*

Standing Reports:

Report from the Student Computing Subcommittee

Minutes from the last meeting are available from the ACPAC website: Student Computing Subcommittee Minutes-5 Feb 04. Flyers announcing the student technology survey was distributed. They will be posted in campus buildings to encourage students to respond to the survey.

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

No report.

Report from Funds Review Subcommittee

McFerron reported on a concept being brought forward by the Funds Review Subcommittee. The current ACPAC funds ($31,999) are available for use but will rollover if necessary. An additional $30,000 should be available with the new fiscal year. The discussion of this subcommittee was summarized as follows:

> funds should be perceived as seed money to foster faculty innovation
> funds should permit faculty members to engage in technical training and other forms of professional development
> funds should support travel
> faculty member would be obligated to report back to ACPAC and the university regarding feasibility of the technology investigated. A university-wide forum may be the appropriate vehicle for this interaction.
> award of funds would attempt to avoid excessive university-wide competition
> awards would be given to colleges--funds subcommittee could validate (not evaluate) activity

The team has discussed awarding about $15,000 to two colleges each year. Given the current availability of funds, all 6 colleges could be addressed by July, 2005.

ACPAC discussed at some length the ideas from the subcommittee. Although there was general agreement that using the funds for faculty development made sense, there was some interest in using the funds for other purposes. There was a suggestion that funds should also allow purchase of hardware and software. There were several comments about distributing the funds directly to colleges. There was a suggestion that colleges could rank proposals. A 3-year cycle would not address timely issues.

These suggestions and others will be incorporated into the discussion at the next Funds Review Subcommittee meeting. When this meeting is set, all ACPAC members will be invited.

Report from Digital Repositories group

This group continues to examine products that could support a digital repository for the university. Glenn Himes summarized a presentation he had made to the group on D-Space, an open source software program developed by MIT. Information would be entered by collections that would be designated for public or private consumption. Access by anyone on the web to the collections via the internet is available through harvesting. D-Space is capable of handling a variety of multimedia formats. Single items could be either linked or duplicated within different collections either by the author or the person entering the information.

This group will continue to meet and discuss potential products. The goal is to select a product to use to implement pilot digital repository projects.

Reports from the Action Teams:

Office Suite Team -- Onyett, Convener

The meeting was adjourned at 4:55 PM.

Next Meeting: April 5, 2004

Prepared by Rick McFerron with notes from Dotti Angel.

Indiana University of Pennsylvania

ACPAC

April 5, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

[Approval of the Minutes of March 1, 2004](#)

Co-Chairs' Report

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New Business:ort

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the April 5, 2004 Meeting.

In attendance: Donley, Giever, Grieggs, Himes, B. Joseph, McCreary, McFerron, Onyett, Pagnucci, Smith, Soni, Wibowo, Yost.

Excused: Hrabovsky, A. Joseph, Kornfeld, Piwinsky, Scandrett, Shim.

Absent: Anderson, Asamoah, Benhart, Dadson, Diaz-Martin, Eck, Kolb, Miller, Mukasa, Scott, Troyer.

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Employee e-mail lists

The additional employee e-mail lists approved by ACPAC at the last meeting have also been approved by TUC and ACOC. This matter will be forwarded to the President's cabinet for final approval and determination of responsibility for monitoring the official lists.

PDS changes

The changes to the Project Directory Service (most notably, student folders will be named by student e-mail alias) will go into effect for the Summer 04 sessions.

Electronic portfolio project

The electronic portfolio project will provide an increased amount of disk space for student home directories (50 MB). This service will be available for the Summer 04 sessions. The drive mapping for student home directories (H: drive) will change.

Standing Reports:

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

No report.

Report from Funds Review Subcommittee

This subcommittee has met to discuss the feedback from ACPAC regarding the concept of using the ACPAC funds to support faculty exploration of new technology. The subcommittee will prepare a formal proposal for the next ACPAC meeting.

Report from Digital Repositories group

This group continues to meet and review various products to support a digital repository. Himes would like to provide an expanded report to ACPAC on the concept of the repository.

Report from the Student Computing Subcommittee

This subcommittee will meet on 22 Apr 04 to review and analyze the results from the student survey. A report will be provided to ACPAC.

Reports from the Action Teams:

Open Source Software Team -- Wibowo, Convener

Wibowo met with the College Technology Managers to discuss open source software and alternative hardware platforms. This action team will make a determination as to the future direction for this investigation.

Office Suite Team -- Onyett, Convener

The team made a recommendation to ACPAC which resulted in the following motion which was passed:

> *ACPAC recommends that the public computer labs adopt Microsoft Office 2003 and Visual Studio.net 2003 for the Fall 2004 semester.*

This action team is disbanded.

E-mail Team - Soni, Convener

The team is collecting data about proposed e-mail lists. A report will be provided for the May meeting.

Evaluation Team -- Joseph, Convener

A report will be made at the May meeting.

Student Portal Team -- McFerron, Chair

A number of products have been reviewed in attempt to gather more information about the functionality of student portals. This team will meet on 8 Apr 04 to discuss future directions. It is likely that additional products will be reviewed.

Testscoring Team -- Soni, Convener

Soni reports that most problems with testscoring have apparently been resolved. However, this team will still gather comments and concerns from faculty that can be used to address any outstanding issues. Dennis Ausel from the College of Education would like to join this team.

Vision Team -- Himes, Convener

This team is considering expanding its membership to get a wider perspective from the university, particularly from faculty. Areas that are being explored include: How can technology support the perceived role of IUP? What does the university as a community want to do with technology? There is a need to identify faculty interests and concerns regarding technology leadership. It is likely this team will engage in more brainstorming, possibly with an outside facilitator.

University Website Team -- Pagnucci, Convener

This team is waiting for contact from the Council of Deans subcommittee.

New Business:

Other Business:

The meeting was adjourned at 4:36 PM.

Next Meeting: **May 3, 2004**

Indiana University of Pennsylvania

ACPAC

May 3, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

Agenda

Approval of the Minutes of April 5, 2004

Co-Chairs' Report
- Financial report
- SMS (patch management software)
- Centralized backup
- Membership

Old Business:
- Technology Fee

Standing Reports:
- Report from Student Computing Subcommittee
- Report from the Provost's Office
- Report from Funds Review Subcommittee
- Report from Digital Repositories group

Reports from the Action Teams:
- University Website Team -- Pagnucci, Convener
- Open Source Software Team -- Wibowo, Convener
- E-mail Team -- Soni, Convener
- Evaluation Team -- Joseph, Convener
- Student Portal Team -- McFerron, Chair
- Testscoring Team -- Soni, Convener
- Vision Team -- Himes, Convener

New Business:
- Future meeting dates
- Co-chair for 2004-2005

Other Business:

Created and maintained by J. R. McFerron

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 3, 2004 Meeting.

In attendance: Asamoah, Dadson, Donley, Giever, Grieggs, A. Joseph, B. Joseph, Kornfeld, McCreary, McFerron, Onyett, Smith, Soni, Wibowo.

Excused: Anderson, Pagnucci, Scandrett, Scott, Yost.

Absent: Benhart, Diaz-Martin, Eck, Himes, Hrabovsky, Kolb, Miller, Mukasa, Piwinsky, Shim, Troyer.

Proceedings:

Approval of Minutes from the April 5, 2004 Meeting.

The minutes of the April 5, 2004 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

There is currently $31,999 in the ACPAC fund.

SMS (patch management software)

In order to assist with the task of patch management and other tasks related to management of PCs, AOG has determined a funding source to acquire Microsoft SMS (Systems Management Server). The hardware and software for this system will be procured during the summer. Deployment will depend on identifying a funding source for appropriate training. It is anticipated that this will greatly streamline the task of protecting PCs in the colleges from network vulnerabilities.

Centralized backup

The TUC project for a centralized backup solution has been approved and a funding source has been determined. This will supplement or replace backup efforts that have been in place in the colleges. This solution should be deployed this summer.

Membership

Membership in ACPAC is currently fully configured at 30 members. It is assumed that all current ACPAC members will continue serving unless the co-chairs are notified. The membership and responsibilities as campus representatives will be reviewed at the first ACPAC meeting of the next academic year.

ACPAC wishes to extend appreciation to Nancy Yost for the service that she has provided to ACPAC in her role as Elected Co-Chair for two terms.

Old Business:

Technology Fee

Proposals for Technology Fee special projects have been reviewed by the Council of Deans and awards for FY 04-05 have been made. The projects must be approved by the Board of Governors and funding will likely not be available until the end of the summer. Funding for the software portion of the Technology Fee will be distributed to the colleges in the same timeframe. The classroom multimedia project is continuing with the hope of completing phase 2 before the beginning of the fall semester.

Standing Reports:

Report from Student Computing Subcommittee

Betsy Joseph reported that 1,284 students accessed the Technology Survey online, 1,190 completed the survey. She will have a full report with the results to ATS by the end of May.

A final draft of the revised ResNet Acceptable Use Policy was distributed for ACPAC review. AOG has

innovation as previously presented to ACPAC.

Lloyd Onyett provided a request from AOG to use ACPAC funds to support infrastructure management tools. There was concern that there should be another funding source identified for the management tools presented by AOG.

After considerable discussion, the following motion was passed:

> *The first year funding request from AOG for management tools and Respondus was approved. The proposal from the Funds Review Subcommittee was accepted with a request for the subcommittee to adjust the amounts to compensate for the AOG needs. Additional funding requests from AOG will be considered in one year. (motion: Giever; second: Onyett).*

The suggestion was made that the Funds Review Subcommittee may want to consider awarding the funds in conjunction with other internal grant awards such as those administered by the Graduate School.

Report from Digital Repositories group

McFerron reported that the Digital Repositories committee chaired by Rena Fowler has accomplished its purpose and has been disbanded. A number of pilot projects have been identified and will be pursued this summer. Another committee will be convened to oversee the projects.

Reports from the Action Teams:

University Website Team -- Pagnucci, Convener

A committee to discuss the need to review the University website held its first meeting. Lloyd Onyett reported that it was a very positive meeting and three items were considered:

The need to review the function and structure of the university web presence

The importance of the website to the identity and image of the university

The means by which a review and revision of the website could be accomplished

The committee has scheduled another meeting next week and is planning on creating an action plan by 15 Jul 04. The plan will contain steps to accomplish these three items.

The ACPAC website membership is listed on the ACPAC website (action teams). Additional members of the larger committee include Michael Hood, Mark Piwinksy, Rich Muth, Cyndy Strittmatter, Alisa Linzey, Veronica Watson, Glenn Himes, Hank Knerr, Enid Maggiore, and Paula Sandusky. Input from ACPAC and the university community is encouraged.

Open Source Software Team -- Wibowo, Convener

Having no immediate request for ACPAC action, this team is disbanded.

E-mail Team - Soni, Convener

Ramesh Soni distributed the preliminary results of a survey of faculty regarding needs for additional automated e-mail lists. This report will be reviewed by ATS and the TSC and a report will be made to ACPAC at the next meeting.

Evaluation Team -- Joseph, Convener

In the discussion of the use of ACPAC funds, a preliminary report from the Evaluation Team was considered. Before renewal of the Respondus site license, an cost analysis will be performed to consider the purchase of individual licenses. A final report from this team will be presented at the next meeting.

Student Portal Team -- McFerron, Chair

The Student Portal action team is in the process of scheduling demonstrations for three additional portal products: Blackboard, WebCT, and Oracle.

Testscoring Team -- Soni, Convener

Ramesh Soni reported that this team will continue to gather information about problems associated with Testscoring. The results will be presented to ATS and the TSC for response and action.

Vision Team -- Himes, Convener

No report.

New Business:

Future meeting dates

There will be no summer ACPAC meeting scheduled. Rick McFerron suggested that minutes from this meeting should be approved by e-mail over the summer. Because of conflicts with several university committees, it was suggested that ACPAC meetings be moved to Wednesday afternoons at the same time (3:30). Rick will check schedules of other committees and propose Wednesday meeting dates via e-mail this summer.

Co-chair for 2004-2005

In accordance with the ACPAC Constitution and Bylaws, an election for the ACPAC Elected Co-chair is to be held at the final ACPAC meeting of the academic year. Paul Kornfeld and Jack Scandrett were nominated from the floor and nominations were closed. Ballots were distributed, collected, and counted. Paul Kornfeld was elected as the ACPAC elected Co-Chair for 2004-2005.

Other Business:

The meeting was adjourned at 4:57 PM.

Next Meeting: **TBA**

Prepared by Rick McFerron with notes from Dotti Angel.

ACPAC

Academic Computing Policy Advisory Committee

Minutes of the May 5, 2003 Meeting.

In attendance: Benhart, Grieggs, Himes, Kornfeld, McCreary, McFerron, Pagnucci, Piwinsky, Scott, Smith, Soni.

Excused: Anderson, Diaz-Martin, B. Joseph, Hrabovsky, Onyett, Scandrett, Shim, Yost.

Absent: Carter, Dadson, Eck, Giever, A. Joseph, Kolb, Mukasa, Rodger, Sherburne, Tucker.

Proceedings:

Approval of Minutes from the April 7, 2003 Meeting.

The minutes of the April 7, 2003 meeting were approved as posted on the ACPAC website.

Co-Chairs' Report:

Financial Report

Purchases are pending for the Respondus and Deepfreeze software. This will use all the available funds for this year. It is anticipated that $30,000 will be available to ACPAC in the next fiscal year.

TUC Feedback

ACPAC membership to TUC

Current ACPAC representatives to TUC are listed as John Butzow, Brenda Carter, Rick McFerron, Ramesh Soni, and Jim Wolfe. McFerron and Soni are ACPAC members--the others are not. ACPAC determined that representatives to TUC should be the following:

> Nick Kolb
> Lloyd Onyett
> Rick McFerron
> Ramesh Soni
> Jim Wolfe

Jim Wolfe will be encouraged to become an ACPAC member or at least participate in

ACPAC meetings in order to report on TUC activities.

around content to be delivered via the repository and the technology with which to support it. Those interested in providing input to the discussion should contact Kornfeld or McCreary.

Report from John Benhart (Banner)

No report from Benhart. Dr. Piwinsky provide an update on the state system SAP project in regard to payroll. The university payroll systems will be supported by the SAP project beginning this summer. Details regarding the on-line submission of student times are forthcoming.

Reports from the Action Teams:

Nominating Team - Sherburne, Convener

This action team submitted Nancy Yost as a nominee for Elected Co-chair. The action team was disbanded.

Software Access Team - Kornfeld, Convener

It was not possible to schedule an action team meeting this spring. A fall meeting will be held to discuss the results of a survey conducted.

Technology Fee Team - Smith Convener

Smith reported on the activities associated with the review of Special Projects applications. ACPAC

Indiana University of Pennsylvania

ACPAC
Academic Computing Policy Advisory Committee

Student Portal Action Team

Summary of notes, links, and discussion of the Student Portal Action Team

Members: Rick McFerron (chair), Bill Balint, Nancy Evans, Paul Grieggs, Glenn Himes, Betsy Joseph, Portia Diaz-Martin, Bob Simon.

Additional members: Regan Houser, Dennis Giever.

Purpose: To allow discussion of the portal concept and investigate the feasibility of implementing a student portal or similar interface for students and other university constituents.

Meetings:

The following meetings have been scheduled:

19 June 2003 (see: meeting notes)

7 August 2003 (see: meeting notes)

9 October 2003 (see: meeting notes)

10 December 2003, 1:00, Gordon lab (Plumtree presentation) (notes from demo)

Summary of review of portal sites (from Nancy Evans):

University Portals

Draft URSA pages:

http://www.iup.edu/publications/testarea/ursa/

http://www.iup.edu/publications/testarea/ursa2/

Some additional links:

Information on Uportal: www.ja-sig.org

ACUTA page containing two samples portals: http://www.acuta.org/home.cfm

Demo of page at Pitt: https://my.pitt.edu/portal/DemoPortal/demo.htm

Link contributed by Betsy Joseph (22 Sep 03): http://studentaffairs.com/web/newsin.html/#portals

Review/award for SCT Luminus: http://www.sctcorp.com/Education/corp_nm_pr2004-01-08.html

Article from Syllabus: "Are Portals Dead?...": http://atssrv1.ats.iup.edu/acpac/student-portal/IT%20Trends.htm

Final report:

This proposal was made to ACPAC at the 6 Oct 04 meeting:

The ACPAC Student Portal Action Team recommends that ACPAC request that the TUC (Technology Utilities Council) create a project to explore the feasibility of acquiring and implementing a portal for the university. This project should take into consideration the current or expected state of the university website, the capabilities of Banner/URSA, the existing network services, the various computing accounts issued to students and employees, and the functional advantages afforded by the implementation of a portal. While this action team was able to explore manye functt sers/Ett se.youed sT* websiteshoulerej   Tehe9 as thetrongly ACPAC reqnd ehmeeting issued functtt ory

ACPAC Action Teams

ACPAC has designated the following Action Teams:

ACPAC Student Portal Action Team

Summary of notes, links, and discussion of the Student Portal Action Team

Members: Rick McFerron (chair), Bill Balint, Paul Grieggs, Bob Simon, Glenn Himes, Betsy Joseph, Nancy Evans