

## ACPAC MEETINGS

Please note that the links on the dates of the meetings will take you to that meeting's agenda.

### Academic Year 2004-2005

| <b>Date</b>                       | <b>Time</b>   | <b>Location</b>             | <b>meetings/minutes</b>           |
|-----------------------------------|---------------|-----------------------------|-----------------------------------|
| <a href="#">September 8, 2004</a> | 3:30 -5:00 PM | Eberly Boardroom (ECOB 201) | <a href="#">September minutes</a> |
| <a href="#">October 6, 2004</a>   | 3:30 -5:00 PM | Eberly Boardroom (ECOB 201) | <a href="#">October minutes</a>   |
| <a href="#">November 3, 2004</a>  | 3:30 -5:00 PM | Eberly Boardroom (ECOB 201) | <a href="#">November minutes</a>  |
| <a href="#">December 1, 2004</a>  | 3:30 -5:00 PM | Eberly Boardroom (ECOB 201) | <a href="#">December minutes</a>  |
| <a href="#">February 2, 2005</a>  | 3:30 -5:00 PM | Eberly Boardroom (ECOB 201) | <a href="#">February minutes</a>  |
| <a href="#">March 2, 2005</a>     | 3:30 -5:00 PM | Eberly Boardroom (ECOB 201) | <a href="#">March minutes</a>     |
| <a href="#">April 6, 2005</a>     | 3:30 -5:00 PM | Eberly Boardroom (ECOB 201) | <a href="#">April minutes</a>     |
| <a href="#">May 4, 2005</a>       | 3:30 -5:00 PM | Eberly Boardroom (ECOB 201) | <a href="#">May minutes</a>       |

Indiana University of Pennsylvania

**ACPAC**

**September 8, 2004 Meeting**

**3:30 - 5:00 PM in ECOB 201**

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**Agenda**

Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the September 8, 2004 Meeting.

In attendance: Asamoah, Dadson, Donley, Grieggs, Himes, Kornfeld, McCreary, McFerron, Onyett, Pagnucci, Scandrett, Scott, Smith, Soni, Wibowo.

Excused: Anderson, Diaz-Martin, Giever, Hrabovsky, Miller, Piwinsky, Wolfe, Zuzack,

Absent: Benhart, Eck, Kolb, Mukasa, Yost.

Guest: Dave Pistole for Jim Wolfe.

### Proceedings:

#### Approval of Minutes from the May 3, 2004 Meeting.

The minutes of the May 3, 2004 meeting were approved as posted on the ACPAC website and circulated via e-mail.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Once all budgets are posted and rollovers are performed, there should be \$60,910 in ACPAC funds available. We have the remainder of the commitment to fund software for AOG of \$6,078. This leaves \$54,832 available for use by ACPAC for this fiscal year.

#### Membership--welcome new members

Chistine Zuzack is replacing Betsy Joseph as the Student Affairs representative, but was unable to attend the meeting. Jim Wolfe is replacing Shim as the NS&M representative. Jim sent Dave Pistole to represent him at this meeting. Current vacancies are a HHS representative to replace Tony Joseph, and a GSA representative to replace Troyer.

McFerron called attention to the ACPAC Constitution and By-laws ([By-laws](#)) to reinforce the representative nature of the ACPAC membership. Virtually all ACPAC members have a responsibility



## **Report from the Provost's Office**

No report.

## **Report from Funds Review Subcommittee**

The subcommittee submitted a recommendation to ACPAC in the form of a draft call for proposals. After discussion it was agreed that faculty from the Library, Student Affairs, branch campuses, etc. (University Services) should be included in the distribution. Therefore the amount of distribution will be reduced to \$7,000. The name of the fund was modified to become: The ACPAC Technological Exploration and Innovation Fund. Patrick McCreary moved and Glenn Himes seconded a motion to approve the changes to the fund name and the amount of the distribution. Motion approved. McFerron will make revisions to the document for the subcommittee to review and send the final document to ACPAC via e-mail. At that point, ACPAC college representatives should transmit the information to college deans and technology committees.

## **Reports from the Action Teams:**

### **Vision Team--Himes, Convener**

Report deferred to next meeting.

### **University Website Team -- Pagnucci, Convener**

There was not sufficient time to provide a report at the meeting, but a written document has been posted on the ACPAC website: [Website report](#).

### **E-mail Team - Soni, Convener**

Report deferred to next meeting.

### **Evaluation Team -- Joseph, Convener**

Report deferred to next meeting. Since Joseph is no longer a member of ACPAC, other team members are asked to report from this action team.

### **Student Portal Team -- McFerron, Chair**

Report deferred to next meeting.

### **Testscoring Team -- Soni, Convener**

Report deferred to next meeting.

## **New Business:**

### **ACOC liaison to ACOC**

There was not sufficient time to address this item at the meeting, but McFerron sent information to ACPAC via e-mail requesting an ACPAC member to serve in this position.

### **ACOC security newsletter**

There was not sufficient time to address this item at the meeting, but McFerron provided a summary of this issue via e-mail.

### **Policy review**

This item will be discussed at the next meeting. The policy under review is posted on the ACPAC website: [Policy to review](#)

### **Blackboard/WebCT/SSHE**

A report on this issue will be provided by Himes at the next meeting.

**The meeting was adjourned at 5:00 PM.**

**Next Meeting: October 6, 2004**

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Prepared by Rick McFerron with notes from Dotti Angel.

# Indiana University of Pennsylvania

## ACPAC

### October 6, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

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#### Agenda

##### [Approval of the Minutes of September 8, 2004](#)

##### Co-Chairs' Report

- Financial report
- Membership--welcome new members
- New Services/updates

##### Old Business:

- ACPAC liaison to ACOC
- ACOC security newsletter
- Review [Directory Data Service Usage Policy](#)

##### Standing Reports:

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

##### Reports from the Action Teams:

- Wireless Access Team -- McCreary, Convener
- Testscoring Team -- Soni, Convener
- Vision Team -- Himes, Convener
- [University Website Team](#) -- Pagnucci, Convener
- E-mail Team -- Soni, Convener
- Evaluation Team -- Yost reporting
- [Student Portal Team](#) -- McFerron, Chair

##### New Business:

- Blackboard/WebCT/SSHE--Himes reporting
- Notes from TUC meeting--McFerron reporting

##### Other Business:



Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the October 6, 2004 Meeting.

In attendance: Anderson, Benhart, Diaz-Martin, Donley, Giever, Grieggs, Kornfeld, McCreary, McFerron, Miller, Nolan, Onyett, Piwinsky, Rubenstein, Soni, Wolfe, Wibowo.

Excused: Dadson, Hrabovsky, Smith, Zuzack.

Absent: Asamoah, Eck, Himes, Kolb, Pagnucci, Scandrett, Scott.

Guest: Yost.

### Proceedings:

#### Approval of Minutes from the September 8, 2004 Meeting.

The minutes of the September 8, 2004 meeting were approved as posted on the ACPAC website.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Banner lists 03-04 balance as \$30,002.50. 04-05 balance is \$30,007.50. Outstanding commitment to AOG is \$6,078. An expected balance of \$53,932 remains. Once funds of \$7,000 are distributed to 7 units, \$4,932 will remain.

### Membership--welcome new members

Dr. Joseph Nolan will be serving as the faculty representative from the College of Education and Educational Technology (replacing Nancy Yost). Dr. Eric Rubenstein is the Senate representative replacing Stanford Mukusa. Jim Wolfe was recognized.

There is still a vacancy in the graduate student representative and the second faculty representative from the College of Health and Human Services.

McFerron reported that preliminary approval for Technology Fee projects have been granted by the system office. Multimedia classroom installations should begin soon.

## **Old Business:**

### **ACPAC liaison to ACOC**

Jim Wolfe volunteered to represent ACPAC on the ACOC Student Computing group pending determination that the meeting schedule does not conflict with his class schedule.

### **ACOC security newsletter**

ACPAC endorsed the creation of a security newsletter that will be published by ATS based upon information provided by ACOC.

### **Review [Directory Data Service Usage Policy](#)**

After discussion and review of the draft policy, ACPAC passed the following motion:

*ACPAC endorses the draft Directory Data Service Usage Policy with the following change recommended for the definitions section:*

*Directory Data Service: Internet-based electronic directory service at search.people.iup.edu or ldap.iup.edu that permits easy searches to identify name, address, phone, and e-mail address information for IUP faculty, staff, and students that have elected to not exclude their information from public view. (motion: Giever; second: Nolan).*

## **Standing Reports:**

### **Report from Funds Review Subcommittee**

McFerron reported that proposals for the use of the ACPAC Technological Exploration and Innovation Fund are due 1 Nov 04.

### **Report from Digital Repositories group**

No report.

### **Report from Student Computing Subcommittee**

No report.

## **Report from the Provost's Office**

Piwinsky reported on the progress of the University web page review. A steering committee will be created that will define the membership and the charge to three work groups. The work groups will address: General design and structure, repositories and directories, and the exhibit area. Anyone interested in being involved with this effort should contact Mark Piwinsky or Rick McFerron. Lloyd Onyett and Paul Kornfeld expressed an interest.

## **Reports from the Action Teams:**

### **Wireless Access Team -- McCreary, Convener**

McCreary reported that this action team will be convened soon. He will be surveying the students in his classes regarding their interest in wireless access. He suggested that questions could address broader issues. If you have any suggestions for questions for students, please contact Patrick McCreary ([gpatrick@iup.edu](mailto:gpatrick@iup.edu)).

### **Testscoring Team -- Soni, Convener**

No report.

### **Vision Team--Himes, Convener**

No report.

### **University Website Team -- Pagnucci, Convener**

Given the activities of the web committees discussed above, the charge to this action team has been completed. This action team is disbanded.

### **E-mail Team - Soni, Convener**

ACPAC discussed the draft statement designating e-mail as an official means of communication. The action team was asked to continue to work on this document and bring it forward at the next meeting. Any comments or suggestions should be forwarded to Ramesh Soni ([rgsoni@iup.edu](mailto:rgsoni@iup.edu)).

### **Evaluation Team -- Joseph, Convener**

Nancy Yost provided a report on behalf of this team. A final written report will be provided to ACPAC for distribution. Yost reported that the following acquisitions were made with ACPAC funds: Deep Freeze software--used in the computer labs; Respondus--used by faculty members in conjunction with WebCT. This action team is disbanded.

### **Student Portal Team -- McFerron, Chair**

McFerron provided the following proposal from the action team:

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 many of these issues and to review the functionality of several commercial products, it was unable to address the larger issue of how a portal may affect the operation of the university. Therefore, it is strongly recommended that the exploration of the portal concept involve decision makers that are in positions to determine the suitability of a portal for this institution. Likewise, the budgetary issues regarding the acquisition of a university portal must be considered. In its defined role, TUC is in a good position to address the issues surrounding the evaluation of a portal.

**Next Meeting: November 3, 2004**

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Prepared by Rick McFerron with notes from Dotti Angel.

# Indiana University of Pennsylvania

## ACPAC

### November 3, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

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#### Agenda

##### [Approval of the Minutes of October 6, 2004](#)

##### Co-Chairs' Report

- Financial report
- New Services/updates

##### Old Business:

- Blackboard/WebCT/SSHE--Himes reporting

##### Standing Reports:

- Report from ACOC (Banner) - Wolfe reporting
- Report from the Provost's Office
- Report from Funds Review Subcommittee
- Report from Digital Repositories group
- Report from Student Computing Subcommittee

##### Reports from the Action Teams:

- E-mail Team -- Soni, Convener
- Wireless Access Team -- McCreary, Convener
- Testscoring Team -- Soni, Convener
- Vision Team -- Himes, Convener

##### New Business:

- P: drive issues

##### Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the November 3, 2004 Meeting.

In attendance: Asamoah, Donley, Grieggs, Himes, Kornfeld, McFerron, Nolan, Piwinsky, Rubenstein, Scott, Smith, Wolfe.

Excused: Anderson, Dadson, Hrabovsky, McCreary, Onyett, Scandrett, Zuzack.

Absent: Benhart, Diaz-Martin, Eck, Giever, Kolb, Miller, Pagnucci, Soni, Wibowo.

### Proceedings:

#### Approval of Minutes from the October 6, 2004 Meeting.

The minutes of the October 6, 2004 meeting were approved as posted on the ACPAC website.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Banner lists 03-04 balance as \$30,002.50. 04-05 balance is \$30,007.50. Outstanding commitment to AOG is \$6,078. A balance of \$53,932 is available for distribution.

#### Membership--welcome new members

Dr. Andrew Shim will be serving as the second faculty representative from the College of Health and Human Services.

There is still a vacancy in the graduate student representative.

#### New Services/updates

McFerron reported that the TUC is forming a work group to implement SPF (Sender Permitted From) which may help in reducing SPAM.

### Old Business:



## **Blackboard/WebCT/SSHE -- Himes reporting**

A meeting is scheduled for 10 Nov 04 to discuss this issue. The SSHE has implemented a system-wide application of Blackboard, an alternative course management system to WebCT. Although IUP and several other SSHE institutions continue to use predominately WebCT, SSHE intentions must be considered in the future.

## **Standing Reports:**

**Wireless Access Team -- McCreary, Convener**

No report.

**Testscoring Team -- Soni, Convener**

No report.

**Vision Team--Himes, Convener**

No report.

**New Business:**

**P: drive issues**

Kornfeld raised issues regarding the Project Directory Service (P: drive). It was agreed an action team should be formed to gather any suggested changes to the service that can then be forwarded to the TUC for consideration. The team consists of Onyett, Kornfeld, and Grieggs. Onyett will convene the team. ACPAC members are encouraged to send any comments regarding the PDS to Lloyd Onyett ([lonyett@iup.edu](mailto:lonyett@iup.edu)) for consideration. Any proposed changes to the PDS should be considered at this time.

**The meeting was adjourned at 4:25 PM.**

**Next Meeting: December 1, 2004**

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Prepared by Rick McFerron.

# Indiana University of Pennsylvania

## ACPAC

### December 1, 2004 Meeting

3:30 - 5:00 PM in ECOB 201

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#### Agenda

##### [Approval of the Minutes of November 3, 2004](#)

##### Co-Chairs' Report

- o Financial report
- o New Services/updates

##### Old Business:

- o

##### Standing Reports:

- o Report from Student Computing Subcommittee
- o Report from ACOC (Banner) - Wolfe reporting
- o Report from the Provost's Office
- o Report from Funds Review Subcommittee
- o Report from Digital Repositories group

##### Reports from the Action Teams:

- o PDS Team -- Onyett, Convener
- o Vision Team -- Himes, Convener
- o E-mail Team -- Soni, Convener
- o Wireless Access Team -- McCreary, Convener
- o Testscoring Team -- Soni, Convener

##### New Business:

- o

##### Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the December 1, 2004 Meeting.

In attendance: Anderson, Benhart, Donley, Giever, Grieggs, Kornfeld, McCreary, McFerron, Nolan, Onyett, Pagnucci, Piwinsky, Scandrett, Shim, Wolfe.

Excused: Dadson, Smith, Soni, Wibowo, Zuzack.

Absent: Asamoah, Diaz-Martin, Eck, Himes, Hrabovsky, Kolb, Miller, Rubenstein, Scott.

### Proceedings:

#### Approval of Minutes from the November 3, 2004 Meeting.

The minutes of the November 3, 2004 meeting were approved as posted on the ACPAC website.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Banner lists 03-04 balance as \$30,002.50. 04-05 balance is \$30,007.50. Outstanding commitment to AOG is \$6,078. A balance of \$53,932 is available for distribution.

#### Membership

Andrew Shim, faculty representative for HHS was introduced. Membership of ACPAC stands at 29, the one vacancy is a graduate student representative.

#### New Services/updates

McFerron suggested that the Provost's office would support the travel of any ACPAC faculty member to the Educause conference in Baltimore, 12-14 Jan 05. Those interested should contact McFerron before 13 Dec 04.

### Old Business:

## **Standing Reports:**

### **Report from Student Computing Subcommittee**

No report.

### **Report from ACOC (Banner) -Wolfe reporting**

Banner 7.0 testing will begin in May 2005. It is expected to go live in September 2005. There has been no announcement of training.

### **Report from the Provost's Office**

Piwinsky reported that Technology Fee special university priorities projects that total \$186,000 have been submitted to the Board of Governors for approval.

### **Report from Funds Review Subcommittee**

McFerron reported that the subcommittee reviewed and validated all the proposals submitted by the colleges. Total amount awarded is \$36,816.94. Funds will be distributed after the beginning of the calendar year when rollovers have been completed. There are some funds available that can be transferred now if needed by the project. ACPAC members should consult with the college and make the request to McFerron if the funds are needed. The subcommittee will meet and forward a recommendation to ACPAC regarding the remainder of the funds.

### **Report from Digital Repositories group**

Piwinsky reported that hardware and software were acquired to provide a test site for the CONTENTdm system. DSpace is being investigated as well. Two pilot projects underway are access to art slides and on-line music resources. Additional suggestions for pilot projects are requested from the colleges.

## **Reports from the Action Teams:**

### **PDS Team -- Onyett, Convener**

Onyett distributed a report containing preliminary recommendations of changes to the Project Directory Service. The team will be meeting to discuss any other changes and will bring forward a formal recommendation to ACPAC.

### **Vision Team -- Himes, Convener**

No report. A meeting has been set for 9 Dec 04.

### **E-mail Team -- Soni, Convener**

No report.

**Wireless Access Team -- McCreary, Convener**

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# Indiana University of Pennsylvania

## ACPAC

### February 2, 2005 Meeting

3:30 - 5:00 PM in ECOB 201

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#### Agenda

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

##### Co-Chairs' Report

- Financial report
- New member

##### Old Business:

- Faculty PCs
- Technology Fee
- Policies
- E-mail lists

##### Standing Reports:

- Report from Digital Repositories group
- Report from \_\_\_\_\_







# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the February 2, 2005 Meeting.

In attendance: Anderson, Asamoah, Capps, Dadson, Donley, Giever, Grieggs, Himes, Kornfeld, Janosko, McCreary, McFerron, Nolan, Onyett, Piwinsky, Scott, Shim, Smith, Soni, Wolfe, Zuzack.

Excused: Benhart, Hrabovsky, Scandrett, Wibowo.

Absent: Eck, Kolb, Miller, Pagnucci, Rubenstein.

### Proceedings:

#### Approval of Minutes from the December 1, 2004 Meeting.

The minutes of the December 1, 2004 meeting were approved as posted on the ACPAC website.

#### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Balance reported by Banner is \$46,753.36. There is an outstanding commitment to AOG for \$3,075.10. The amount of \$26,553.70 remains to be distributed to awardees of the ACPAC Technological Exploration and Innovation Fund. The ACPAC funds have an anticipated balance of \$17,124.56.

#### New Member

Joann Janosko was introduced as a new ACPAC member representing the library.

Carol Capps, a guest of Joe Nolan, was introduced. The following motion was approved:

*Carol Capps is accepted as an ACPAC member representing graduate students. (motion: McFerron; 2nd: Nolan).*

#### Old Business:

## **Faculty PCs**

McFerron reported that the funds for faculty PC replacement have been distributed to the colleges. Each faculty position has a designation in the 3-year replacement cycle and faculty in each college are seeing their second computer purchased through this plan. The allotment for this year is \$760 per PC.

## **Technology Fee**

McFerron will meet with the Council of Deans in March to discuss plans for the 05-06 Technology Fee funding. Installation of classroom multimedia equipment is progressing steadily with approximately 60 rooms complete.

## **Policies**

The Gramm-Leach-Bliley guidelines and the draft Acceptable Use Policy are being reviewed by the President's cabinet. TUC has reviewed the draft Electronic Information Privacy Policy and approved it for review by legal counsel. By the next ACPAC meeting, these policies should be available for ACPAC review.

## **E-mail lists**

The new employee e-mail lists recommended by ACPAC have been approved by TUC and forwarded for review by the President's cabinet.

## **Standing Reports:**

### **Report from the Digital Repositories group**

No report.

### **Report from Student Computing Subcommittee**

Zuzack summarized the report from the Student Computing Subcommittee ([report](#)). The subcommittee recommends that student e-mail disk space be increased from 20 MB to 50 MB. Grieggs will bring this request to TUC. It was also suggested that there be more training for student use of e-mail. The subcommittee recommended that a single sign-on be investigated. The subcommittee suggested exploring the possibility of funding student internships to support hardware services for students.

The following motion was passed:

*ACPAC recommends that TUC investigate the possibility of a single sign-on for technology services.*

No report.

### **Report from the Provost's Office**

Piwinsky reported that the university is still waiting approval for the Technology Fee special university priorities projects. At the beginning of the semester, a slowdown in Banner was experienced. This is due in part to scheduling (faculty and administration had little time before the start of the semester) and the change in use patterns by students where the drop/add pattern is more compressed into the first few days of the semester. For future start-up periods, non-academic use of Banner will be curtailed and additional hardware will be procured to run the system.

### **Report from Funds Review Subcommittee**

McFerron reported that this subcommittee will meet before the March ACPAC meeting to discuss use of

area?

Himes suggested that other ACPAC members are welcome to join this discussion.

**E-mail Team -- Soni, Convener**

Three versions of the proposed e-mail statement were distributed and discussed. After discussion, the following motion was approved:

*ACPAC proposes that the following statement be adopted by the university:*

# Indiana University of Pennsylvania

## ACPAC

### March 2, 2005 Meeting

3:30 - 5:00 PM in ECOB 201

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#### Agenda

##### [Approval of the Minutes of February 2, 2005](#)

##### Co-Chairs' Report

- Financial report
- New member
- Announcement from ATS

##### Old Business:

- Single Sign-on (TUC)
- E-mail statement (TUC)
- Other TUC feedback

##### Standing Reports:

- Report from Funds Review Subcommittee
- Report from Digital Repositories group
- Report from [Student Computing Subcommittee](#)
- Report from ACOC (Banner) - Wolfe reporting
- Report from the Provost's Office

##### Reports from the Action Teams:

- Wireless Access Team -- McCreary, Convener
- PDS Team -- Onyett, Convener
- Vision Team -- Himes, Convener
- E-mail Team -- Soni, Convener

##### New Business:

- Turnitin
- Distribution of draft policies
- Lab software issues (Photo elements, Inspiration)

##### Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the March 2, 2005 Meeting.

In attendance: Capps, Dadson, Donley, Grieggs, Kornfeld, Janosko, McCreary, McFerron, Nienkamp, Nolan, Smith, Soni, Wolfe, Zuzack.

Excused: Onyett, Scandrett.

Absent: Anderson, Asamoah, Benhart, Eck, Giever, Himes, Hrabovsky, Kolb, Miller, Pagnucci, Piwinsky, Scott, Shim, Wibowo.

### Proceedings:

#### Approval of Minutes from the February 2, 2005 Meeting.

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vacant Student Technology Services manager position.

## Old Business:

### Single Sign-on (TUC)

TUC has accepted the recommendation of ACPAC to investigate a Single Sign-on process for students. The TSC has been asked to provide a report on this issue.

### E-mail statement (TUC)

TUC has endorsed the draft e-mail statement forwarded from ACPAC (see 2 Feb 05 [ACPAC Minutes](#)). In addition, TUC recommended that the statement be published in appropriate publications including, but not limited to, the Undergraduate Catalog, the Graduate Catalog, the Student Handbook, and appropriate websites. This matter will be further discussed by the Senate Library and Educational Services subcommittee.

### Other TUC feedback

In other business from the 16 Feb 05 TUC meeting, anti-spam efforts are continuing with additional measures in progress. A self-service student password reset mechanism is being investigated. The status of draft technology policies was reviewed. A decision was reached to continue supporting the @grove.iup.edu addresses and review them in another year. Without further input from ACPAC regarding recommendations for wireless access, TUC recommended that the Oak Grove be provided with wireless access points.

## Standing Reports:

### Report from Funds Review Subcommittee

The following recommendation from the Funds Review Subcommittee was distributed in hard copy:

*The ACPAC Funds Review Subcommittee recommends the following:*

- *The request for funding from AOG be approved under the provision that funding for future years will not be granted.*
- *Those faculty members that were awarded ACPAC Technological Exploration and Innovation funding make a public presentation reporting the results of their funded project.*
- *A second round of funding be distributed using the same methodology as the first round. \$5,000 would be available for each of the 6 academic colleges and a 7th unit comprised of faculty from the Library, Student Affairs, and Military Science.*
- *The announcement of the funding opportunity and the faculty*



*presentations would be provided in a public forum in October, 2005.*

After discussion, the following motion was passed:

*ACPAC accepts the recommendation of the ACPAC Funds Review Subcommittee with the change that funding for AOG MAY not be granted in future years. (motion: McCreary; 2nd: Nolan).*

### **Report from the Digital Repositories group**

Ed Donley reported that the two pilot projects, Art Slides and Music Audio Digital are progressing, utilizing DSpace and CONTENTdm for the pilot programs. The Art Slide project is moving somewhat quicker than the Music project as information was basically in the correct format. A third pilot project is the digital archiving of electronic theses and dissertations. There will be an on campus demonstration of the Digital Commons in the middle of March.

### **Report from Student Computing Subcommittee**

The minutes of the 16 Feb 05 meeting are posted on the ACPAC webpage ([minutes](#)). Christine Zuzack reported that maintenance of electronic portfolios was being discussed. There is a possibility that Career Services could assist with this service so that students could get access to portfolios after graduation. The subcommittee expressed interest in providing additional training to students, particularly freshmen. The information available to students on the website is being reviewed.

### **Report from ACOC (Banner) -Wolfe reporting**

Jim Wolfe reported that a web-based system is being implemented that will provide referrals and answers to common questions for prospective students and parents.

### **Report from the Provost's Office**

No report.

### **Reports from the Action Teams:**

No report.

No report.

## **E-mail Team -- Soni, Convener**

No report.

## **New Business:**

### **Turnitin**

McFerron reported that the Provost has asked the technology committees to review the legal aspects of the use of the Turnitin.com anti-plagiarism service. At the time of purchase, the contract with Turnitin was reviewed by university legal counsel and when FERPA concerns were raised, a legal analysis from Turnitin addressed those concerns. When the service was announced prior to the Fall 2004 semester, a pilot group of faculty was formed. The faculty were encouraged to include this statement in their syllabus:

*Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.*

AOG has previously reviewed and approved this statement. McFerron suggested that ACPAC endorse this approach and the statement. The motion was seconded by Donley and passed with one abstention.

### **Distribution of draft policies**

Drafts of technology policies under consideration will be posted to the ACPAC website before the next meeting.

### **Lab software issues (Photo elements, Inspiration)**

Prepared by Rick McFerron with notes from Dotti Angel.

# Indiana University of Pennsylvania

## ACPAC

### April 6, 2005 Meeting

3:30 - 5:00 PM in ECOB 201

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#### Agenda

##### [Approval of the Minutes of March 2, 2005](#)

##### Co-Chairs' Report

- Financial report
- Technology Fee plans

##### Old Business:

- E-mail statement

##### Standing Reports:

- Report from the Provost's Office
- Report from Funds Review Subcommittee
- Report from Digital Repositories group
- Report from Student Computing Subcommittee
- Report from ACOC (Banner) - Wolfe reporting

##### Reports from the Action Teams:

- Software Review Team -- Nolan, Convener
- E-mail Team -- Soni, Convener
- Wireless Access Team -- McCreary, Convener
- [PDS Team](#) -- Onyett, Convener
- Vision Team -- Himes, Convener

##### New Business:

- Review of draft technology policies

##### Other Business:

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# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the April 6, 2005 Meeting.

In attendance: Capps, Donley, Grieggs, Janosko, McFerron, Nienkamp, Nolan, Onyett, Smith, Wolfe.

Excused: Benhart, Himes, Hrabovsky, Kornfeld, McCreary, Pagnucci, Scandrett, Scott, Zuzack.

Absent: Anderson, Asamoah, Dadson, Eck, Giever, Kolb, Miller, Piwinsky, Shim, Soni, Wibowo.

### Proceedings:

#### Approval of Minutes from the March 2, 2005 Meeting.

An addition was suggested to the minutes of 2 Mar 05. Under the Digital Repositories report a reference to a third project (Electronic theses and dissertations) will be added. The minutes of the March 2, 2005 meeting were approved as amended.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Balance reported by Banner is \$21,250.66. There is an outstanding commitment to AOG for FY 04-05 of \$1,233.00. The amount of \$2,893.00 remains to be distributed to awardees of the ACPAC Technological Exploration and Innovation Fund. The FY 05-06 allocation to AOG is \$7,292. The expected allocation to the ACPAC fund for FY 05-06 is \$30,000. A balance of \$39,832.56 is anticipated for distribution as suggested by the ACPAC Funds Review Subcommittee.

#### Technology Fee plans

McFerron reported that Technology Fee expenditures for FY 05-06 will be consistent with proportions in prior years. Specifically, 40% dedicated to classroom multimedia enhancements, 25% for electronic databases, 25% for special projects, and 10% for software licenses. University-wide site licenses renewals including ESRI GIS, Endnote/Writenote, Turnitin, and Mathematica will be funded with the software portion--the remainder distributed directly to the colleges. Applications for Technology Fee Special Projects should be reviewed by the colleges and submitted to ATS by 16 May 05. The proposals will then be reviewed by a screening committee and forwarded to the Council of Deans for

consideration. Joann Janosko will serve as the ACPAC representative to the screening committee. There is some possibility that the Technology Fee charged to the students would be increased providing more funding for projects. There is also some possibility that the guidelines for the use of the Technology Fee may be modified. It is expected that this information will be available after the July Board of Governors meeting.

## **Old Business:**

### **E-mail statement**

ACPAC had previously endorsed a statement about use of e-mail. The statement has been supported by other technology committee and slightly modified by the Senate Library and Educational Services subcommittees. The final draft of the statement was distributed for discussion and reads:

*Indiana University of Pennsylvania provides e-mail services to all students and employees as an official method of communication. Students and employees (except those employees who do not normally have access to e-mail) have a responsibility to read their IUP e-mail accounts and, when responding to or sending e-mail about IUP business, use their IUP e-*

## **Report from ACOC (Banner) -Wolfe reporting**

Wolfe reported that a FERPA issue was raised and resolved. Since students authenticate to access WebCT, there is no problem posting grades within the course management system. The Admissions Office has expressed interest in providing services to perspective students, including e-mail and URSA access.

## **Reports from the Action Teams:**

### **Software Review Team -- Nolan, Convener**

A survey was conducted regarding the need for Photoshop Elements 3.0 and Inspiration. The action team recommended adoption of the new version of Photoshop Elements and widespread availability of Inspiration. After discussion, the following motions were passed:

*ACPAC recommends that Photoshop Elements be upgraded to version 3.0 in the public labs. (motion: Donley; 2nd: Capps).*

*ACPAC recommends that funding should be explored to purchase as many copies as feasible in order to provide access to the Inspiration software for students. (motion: Onyett; 2nd: Capps).*

Having satisfied its charge, this action team was disbanded.

### **E-mail Team -- Soni, Convener**

No report.

### **Wireless Access Team -- McCreary, Convener**

McCreary will be conducting a survey to gauge student interest in wireless access.

### **PDS Team -- Onyett, Convener**

The final recommendation from this action team was distributed and made available on the ACPAC website ([PDS report](#)). The report was discussed and the following motion approved unanimously:

*ACPAC accepts the report of the PDS Action Team and recommends adoption of the six recommendations in that report.*

Having satisfied its charge, this action team was disbanded.

### **Vision Team -- Himes, Convener**





# Indiana University of Pennsylvania

## ACPAC

### May 4, 2005 Meeting

3:30 - 5:00 PM in ECOB 201

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#### Agenda

##### [Approval of the Minutes of April 6, 2005](#)

##### Co-Chairs' Report

- Financial report
- Meetings for AY 05-06

##### Old Business:

- Draft technology policies
- E-mail Statement

##### Standing Reports:

- Report from ACOC (Banner) - Wolfe reporting
- Report from the Provost's Office
- Report from Funds Review Subcommittee
- Report from Digital Repositories group
- Report from Student Computing Subcommittee

##### Reports from the Action Teams:

- Vision Team -- Himes, Convener
- E-mail Team -- Soni, Convener
- Wireless Access Team -- McCreary, Convener

##### New Business:

- Election of co-chair
- Classroom security

##### Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the May 4, 2005 Meeting.

In attendance: Asamoah, Donley, Giever, Grieggs, Himes, Kornfeld, Janosko, McFerron, Nienkamp, Nolan, Onyett, Piwinsky, Scott, Smith, Soni, Wolfe, Zuzack.

Excused: Anderson, McCreary, Pagnucci, Scandrett.

Absent: Benhart, Capps, Dadson, Eck, Hrabovsky, Kolb, Miller, Shim, Wibowo.

### Proceedings:

#### Approval of Minutes from the April 6, 2005 Meeting.

The minutes of 6 Apr 05 were approved with a changed to the attendance list.

### Co-Chairs' Report:

#### Financial Report

McFerron provided this report:

Balance reported by Banner is \$18,357.66. There is an outstanding commitment to AOG for FY 04-05 of \$1,233.00. The FY 05-06 allocation to AOG is \$7,292. The expected allocation to the ACPAC fund for FY 05-06 is \$30,000. A balance of \$39,832.66 is anticipated for distribution as suggested by the ACPAC Funds Review Subcommittee.

#### Meetings for AY 05-06

ACPAC meetings for the next academic year will continue to be scheduled for Wednesday's from 3:30-5:00. The ECOB board room will no longer be the location. Dates and locations will be posted when confirmed (<http://atssrv1.ats.iupui.edu/acpac/meetings.html>). It is assumed that ACPAC membership will remain the same for the next year. If there are any changes, please contact the co-chairs.

### Old Business:

## **Draft technology policies**

The draft Acceptable Use Policy is available for review ([Draft Acceptable Use Policy](#), [Draft Acceptable Use Guidelines](#)).

## **E-mail Statement**

The revised E-mail Statement was approved by the University Senate at the 26 Apr 05 meeting and transmitted to the president for his approval.

## **Standing Reports:**

### **Report from ACOC (Banner) -Wolfe reporting**

Wolfe reported that an upgrade to Banner 7 will be made between 21 Sep 05 and 15 Oct 05. This change in Banner will require web-based access for those users for whom the Banner client previously was necessary. Access and use of URSA will remain the same. The interface for all Banner access will be improved. (Note: since the meeting, the date of 26 Sep 05 has been set for the conversion to Banner 7).

### **Report from the Provost's Office**

It is anticipated that there may be some changes to the guidelines for the use of the student Technology Fee. Changes may allow replacement of entire computer labs and the funding of personnel. The fee may increase as much as 25%. Guidelines for submission of Technology Fee projects to the system office will be available in July.

### **Report from Funds Review Subcommittee**

McFerron reported that distribution of funds to the 17 faculty members approved for funding has been completed. The subcommittee made a recommendation to ACPAC that an open forum be held in September for presentations by these faculty members and announcement of the availability of funding for 05-06. Each faculty member will participate in a poster session and panel discussions will be scheduled. Lloyd Onyett suggested that the information also be posted on the web with a brief description and visuals. It was also suggested that this be incorporated into two town meetings, one at the beginning of the semester and another at the end of the semester awarding the new grants. Other topics of discussion could be Technology Fee purchases including hardware and software and the Library databases.

The recommendation from the subcommittee was approved by ACPAC. ATS will continue to work on

scheduling the event, possibly from 2-4 on a Friday afternoon.

### **Report from the Digital Repositories group**

The group created to explore digital repositories is reviewing the progress of projects. Part of the effort is in defining a digital repository and determining how a digital repository may be used by the

6. *Graduating graduate students. (motion: Smith; second: McFerron).*

The action team will continue, but be inactive until such as time as changes may be needed.

### **Wireless Access Team -- McCreary, Convener**

No report from the team. McFerron distributed a wireless planning document developed by AOG. He will post it on the ACPAC website ([AOG Recommended Strategy for Wireless Networking](#)) and would appreciate feedback from ACPAC members.

### **New Business:**

#### **Election of co-chair**

Nominations for the ACPAC elected co-chair were opened from the floor. Paul Kornfeld was



# 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.

**P**

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 reviewed this document and has deferred to ACPAC for consideration of any constraints that may impact legitimate academic activity. Betsy explained that the ResNet support staff would be administering this policy and will provide sufficient information to students in the residence halls. In response to questions from ACPAC, she suggested that a means for students to appeal rulings will be discussed. She also reported that the Bradford Campus Manager system will be acquired for the residence hall network to isolate, screen, and manage student PCs attached to the network.

The following motion was passed by ACPAC:

*ACPAC endorses the revised ResNet Acceptable Use Policy. (motion: Onyett; second: Donley).*

### **Report from the Provost's Office**

No report.

### **Report from Funds Review Subcommittee**

Rick McFerron distributed the report from the Funds Review Subcommittee which included a recommendation for the use of ACPAC funds and a recommendation for distribution of ACPAC funds. The document formalized the concept of using ACPAC funds to support exploration of technological



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 Piwinsky, 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, a 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:**

**The meeting was adjourned at 4:57 PM.**

**Next Meeting: TBA**

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Prepared by Rick McFerron with notes from Dotti Angel.

# 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](http://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](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 many of these issues and to review the functionality of several commercial products, it was unable to address the larger issue of how a portal may affect the operation of the university. Therefore, it is strongly recommended that the exploration of the portal concept involve decision makers that are in positions to determine the suitability of a portal for this institution. Likewise, the budgetary issues regarding the acquisition of a university portal must be considered. In its defined role, TUC is in a good position to address the issues surrounding the evaluation of a portal.

The action team was disbanded.

## 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