

# 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 2006-2007

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>meetings/minutes</b>
<a href="#">September 6, 2006</a>	3:30 -5:00 PM	Oak Room A	<a href="#">September minutes</a>
<a href="#">October 4, 2006</a>	3:30 -5:00 PM	Oak Room B	<a href="#">October minutes</a>
<a href="#">November 8, 2006</a>	3:30 -5:00 PM	Oak Room A	<a href="#">November minutes</a>
<a href="#">December 6, 2006</a>	3:30 -5:00 PM	Oak Room B	<a href="#">December minutes</a>
<a href="#">February 7, 2007</a>	3:30 -5:00 PM	Oak Room A	<a href="#">February minutes</a>
<a href="#">March 7, 2007</a>	3:30 -5:00 PM	Oak Room A	<a href="#">March minutes</a>
<a href="#">April 4, 2007</a>	3:30 -5:00 PM	Oak Room A	<a href="#">April minutes</a>
<a href="#">May 2, 2007</a>	3:30 -5:00 PM	Oak Room A	<a href="#">May minutes</a>

Indiana University of Pennsylvania

**ACPAC**

**September 6, 2006 Meeting**

**3:30 - 5:00 PM in Oak Room A**

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**Agenda**

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the September 6, 2006 Meeting.

In attendance: Appolonia, Asamoah, Balint, Begg (for Benhart), Dadson, Grieggs, Himes, Janosko, Kornfeld, Lewis, McCreary, McFerron, Mukasa, Onyett, Pagnucci, Roach, Scandrett, Shim, VanWieren, Wang, Wolfe, Woodland, Yost.

Excused: Giever, Smith.

Absent: Eck, Scott.

### Proceedings:

#### Approval of Minutes from the May 3, 2006 Meeting.

The minutes of 3 May 06 were approved with corrections.

### Co-Chairs' Report:

#### Financial Report

Rick McFerron provided this report:

A partial allocation for 06-07 of \$15,000 has been posted in Banner. An expected additional allocation of \$15,000 is expected. The expected rollover from 05-06 is \$12,658.92. There is an outstanding commitment to AOG of \$3,161. There is one innovation project to fund for \$740. The expected balance is \$38,757.92.

#### Membership

Joe Nolan has resigned from the university and it is expected that Nancy Yost will be the replacement faculty member from the College of Education. Nick Kolb has resigned from ACPAC. Joel Anderson will no longer be the representative from the Punxsutawney Campus. The ACPAC graduate student representative has graduated. Bill Balint will be serving in the ACPAC role formerly taken by Mark Piwinsky. Bob Begg will be serving for John Benhart for the fall semester. ACPAC vacancies should

be addressed in light of our discussion about membership as defined in the Constitution and Bylaws. A current list of ACPAC members is kept on the ACPAC website (<http://atssrv1.ats.iup.edu/acpac/membership.html>).

## **Technology Announcements**

As of 18 Sep 06, the e-mail forwarding service will be discontinued. Individual users have been contacted about this event and problems have been addressed. The SAP Financial system will go live on 27 Nov 06. Training will take place in October and November. The CTM's will begin installing the SAP client on machines as quickly as possible. Dan Yuhas is heading the web redesign project. More information about this project is forthcoming.

## **IT reorganization**

Rick McFerron provided a brief summary of the changes to the IT organizations. Bill Balint is the Interim Chief Information Officer. The 48 people from the former ATS, IDC and TSC have been combined into one organization. The CIO office will consist of Bill Balint (CIO), Todd Cunningham (Executive Director) and Rick McFerron (Coordinator of Administration). Other units include: Academic Support and Help Desk (Brad Smith, Interim Coordinator), Application Development (Jeff Montgomery, Interim Coordinator), Instructional and Research Technologies (Dan Yuhas, Coordinator), and Technical Services (Paul Grieggs, Coordinator).

Bill Balint provided additional information about the reorganization and answered questions from ACPAC. The role of the College Technology Managers remains the same and each CTM will report to their respective dean. The CTMs will be involved in coordination and planning efforts with the new CIO organization.

## **Old Business:**

### **Technology Fee**

The IUP Technology Fee plan has been submitted to the system office. This plan includes additional multimedia classrooms as well as software, support for library electronic databases, and a number of special projects reviewed by the Deans' Council. It is expected that approval will be received by the end of September.

### **Classroom security**

The ad hoc classroom security committee will be reconvened to discuss card access locks. A vendor has

## **Review of disk storage**

Rick McFerron distributed the Summary of IUP Network Drives and Directory Structure. This document will be posted on the ACPAC website (<http://atssrv1.ats.iup.edu/acpac/Network%20Drive%20Summary.doc>). Jianfeng Wang questioned the size of the "I" drive. McFerron will follow up with him on this issue.

## **Technology Plan/special ACPAC meeting**

A special meeting was held in June to discuss the draft technology plan with Mark Piwinsky. There was a good discussion that led to changes in the plan. Several ACPAC members that could not attend forwarded comments which were included in the discussion. With the announcement of the IT reorganization, many of the provisions of the technology plan have been implemented.

## **Standing Reports:**

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

In the future, Bill Balint will be provided an opportunity to report from the office of the CIO.

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

The ACPAC Innovation Forum is scheduled for 27 Oct 06. McFerron will convene this subcommittee prior to the next ACPAC meeting.

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

Joann Janosko reported that the Library has some collections available and is adding to them. The new CIO structure will support the DSpace initiative. Glenn Himes reported that Electronic Dissertations and Theses (ETD) are being made available through this environment. This will continue to be an ACPAC agenda item in order to provide information about progress in this area.

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

Jim Wolfe has scheduling conflicts this semester with the Student Operations Group. This committee meets alternate Wednesdays in Clark Hall at 9:00. The group will now be responsible for setting priorities for projects submitted to the CIO. JB Smith will be asked to serve this liaison role for the semester.

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

### **Browser/e-mail Team**

Paul Kornfeld will have a report for the next ACPAC meeting.

### **Collaboration/Expertise Team -- Nolan, Convener**

Joe Nolan is no longer at IUP. Nancy Yost and Dawn Woodland agreed to be on this action team. Rick McFerron will check the membership of this team. The charge of the team is to suggest ways to maintain information on various topics/people on campus with knowledge in specific areas.

### **Emerging Technologies Team -- Onyett, Convener**

Lloyd Onyett reported that 14 members met during the spring and summer to explore streaming audio and video. Two streaming servers--one for faculty and one for students is now being set up. Other topics of discussion have been wiki's, podcasts, and blogs. Jonathan Lewis will join the team as a representative from NS&M.

## **New Business:**

### **Review membership/Constitution and Bylaws**

Copies of the ACPAC Constitution and Bylaws were distributed. The Bylaws currently allow for 30 ACPAC members. It was suggested that the specific membership should be reviewed and modified as appropriate. Following a brief discussion, it was agreed that the co-chairs should draft some changes to the Bylaws regarding membership. According to the Bylaws, changes to the Constitution and Bylaws must be distributed one month prior to a scheduled vote and approved by a two-thirds majority. This will be an agenda item for the next meeting.

## **Other Business:**

**The meeting was adjourned at 5:02 PM.**

**Next Meeting: October 4, 2006**

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Prepared by Rick McFerron with notes from Dotti Angel.



# Indiana University of Pennsylvania

## ACPAC

### October 4, 2006 Meeting

3:30 - 5:00 PM in Oak Room A

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#### Agenda

##### [Approval of the Minutes of September 6, 2006](#)

##### Co-Chairs' Report

- Financial report
- Membership
- Role of ACPAC representatives

##### Old Business:

- Technology Fee
- Classroom security

##### New Business:

- Spam
- Faculty PCs
- ACPAC survey

##### Standing Reports:

- Report from Student Operations Group (Smith)
- Report from the CIO office (Balint)
- Report from Funds Review Subcommittee
- Report from Digital Repositories group
- Report from Student Computing Subcommittee

##### Reports from the Action Teams:

- Emerging Technologies Team -- Onyett, Convener
- Browser/e-mail Team -- Kornfeld, Convener
- Collaboration/Expertise Team -- Yost, Convener

##### Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the October 4, 2006 Meeting.

In attendance: Balint, Dadson, Giever, Himes, Janosko, Lewis, McCreary, McFerron, Onyett, Wolfe, Woodland.

Excused: Appolonia, Grieggs, Kornfeld, Roach, Scandrett, Smith, VanWieren, Wang, Weiner, Yost.

Absent: Asamoah, Begg (for Benhart), Eck, Pagnucci, Scott, Shim.

Guest: Sherwood.

### Proceedings:

#### Approval of Minutes from the September 6, 2006 Meeting.

The minutes of 6 Sep 06 were approved as presented.

### Co-Chairs' Report:

#### Financial Report

Rick McFerron provided this report:

Balance in Banner is \$29,893.61. The expected rollover from 05-06 is \$12,658.92. There is an outstanding commitment to AOG of \$3,161. The expected working balance is \$39,391.53.

#### Membership

Nancy Yost has been confirmed as the faculty representative from the College of Education and Educational Technology. Kim Weiner has been appointed as the Senate faculty representative. There are currently three vacancies in the ACPAC membership (Branch Campus, Graduate Student, Continuing Ed.).

## **Role of ACPAC representatives**

Dennis Giever reminded ACPAC members that part of their responsibility as ACPAC representatives is to report back to their constituents in the colleges and to bring forward items from the colleges.

## **Old Business:**

### **Technology Fee**

The Technology Fee plan has been approved by the system office. The funds are in the process of being distributed. New FOAPALs are being established for special projects.

### **Classroom security**

McFerron will reconvene the ad hoc Classroom Security committee.

### **Constitution and Bylaws**

The Co-Chairs submitted proposed revisions to the Constitution and Bylaws of ACPAC. The proposed membership reflects a stronger faculty majority. Onyett suggested that Associate/Assistant Deans be included as members since most of the deans have expressed no interest in ACPAC membership. Giever brought up the role of ACPAC within the new technology group (CIO organization) to ensure that ACPAC has a strong voice. Bill Balint will discuss "A" Dean membership with the Deans at their meeting on 5 Oct 06. It was also suggested that the five coordinators of the various groups within the CIO organization be given ex-officio membership, and be welcome to come to the meetings. Revisions to the Constitution and Bylaws will be distributed to ACPAC for further consideration. Proposed changes must be distributed at least one month prior to a vote.

## **New Business:**

### **Spam**

## **ACPAC survey**

Dennis Giever will create a rough draft of a survey to be sent to faculty and students to determine problems and needs

## **Standing Reports:**

TSC will be receiving equipment soon to test the streaming service. The Emerging Technologies Action Team continues to meet with each meeting focusing on a different technology.

### **Browser/e-mail Team**

Ben Dadson distributed a preliminary report from the team. Software applications currently licensed by the University are adequate to meet the needs of the community. There is a need for user security education. There is a need to become more aware of the differences in security measures that may be implemented. This team will continue to review and compile security measures currently being taken. This team will be proposing a survey to gather additional information.

### **Collaboration/Expertise Team -- Nolan, Convener**

No report.

### **Other Business:**

Rick McFerron reported that on October 16, 2006, the Ruckus media service will be available on campus. The service is free for all students and available to employees for a small fee.

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

**Next Meeting: November 8, 2006**

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Prepared by Rick McFerron with notes from Dotti Angel.

# Indiana University of Pennsylvania

## ACPAC

### November 8, 2006 Meeting

3:30 - 5:00 PM in Oak Room A

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#### Agenda

##### [Approval of the Minutes of October 4, 2006](#)

##### Co-Chairs' Report

- o Financial report
- o Membership
- o CIO facilities

##### New Business:

- o Tech Town Meeting - Dean Rena Fowler
- o Course Cast - Nathan McElroy
- o Advising List (Smith)

##### Old Business:

- o Revisions to Constitution and Bylaws
- o ACPAC survey
- o Technology Fee
- o Classroom security

##### Standing Reports:

- o Report from Student Computing Subcommittee (Appolonia)
- o Report from Student Operations Group (Smith)
- o Report from the CIO office (Balint)
- o Report from Funds Review Subcommittee (McFerron)
- o Report from Digital Repositories group (Janosko)

##### Reports from the Action Teams:

- o Collaboration/Expertise Team -- Yost, Convener
- o Emerging Technologies Team -- Onyett, Convener
- o Browser/e-mail Team -- Kornfeld, Convener

##### Other Business:

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Plans are underway to place the Academic Support and Help Desk group of the CIO organization in the Living and Learning space in the new residence hall referred to as Building B. The plans for this space were distributed and discussed. Besides office space for approximately 15, there will be a teaching lab, helpdesk area, and conference room. Other elements of the public areas are rooms for multimedia pods and consulting. This space will serve as the front door for centralized IT on campus--the public will have no need to visit other CIO organization offices in Stright Hall.

### **New Business:**

#### **Tech Town Meeting - Dean Rena Fowler**

Dean Rena Fowler presented a proposal that ACPAC assist in the planning of the Technology Town Meeting scheduled for March 24, 2007. She would like to sponsor a speaker to address the topic of scholarly communication. Ray English, Library Director, Of

Rick McFerron will notify Bob Simon of this action.

## **Old Business:**

### **Revisions to Constitution and Bylaws**

Copies of the proposed revisions to the Constitution and Bylaws were distributed and discussed. Changes were recommended under the Membership section so that the sixth item should read “One faculty member from each of the Regional Campuses and the Monroeville Center and who teach classes at those locations.” It was also suggested that the one at-large representative from the Office of the CIO be Dan Yuhas. Revisions must be posted for one month--after the December ACPAC meeting voting will be done electronically.

### **ACPAC survey**

Dennis Giever, Rick McFerron, Bill Balint and Lloyd Onyett will meet to finalize the questions to be asked regarding student and faculty computer usage and needs. A survey will be administered, likely via the web.

### **Technology Fee**

Funds for Technology Fee special projects have been distributed. Project leaders need to consult with Rick McFerron as purchases are processed.

### **Classroom security**

The Ad Hoc Classroom Security Committee has met and is in the process of developing a proposal to adopt a standard card access lock for the multimedia classrooms.

## **Standing Reports:**

### **Report from Student Computing Subcommittee (Appolonia)**

No report.

### **Report from Student Operations Group (Smith)**

Nothing to report--most activity has been normal start-of-semester issues.

### **Report from the CIO Office (Balint)**

No report.

### **Report from the Funds Review Subcommittee (McFerron)**

Hard copies of the Call for Proposals for the ACPAC Innovation Fund were distributed. The call is also available from the ACPAC website (

# Indiana University of Pennsylvania

## ACPAC

### December 6, 2006 Meeting

3:30 - 5:00 PM in Oak Room A

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#### Agenda

##### [Approval of the Minutes of November 8, 2006](#)

##### Co-Chairs' Report

- o Financial report
- o Membership
- o Announcements
  - C-CUE student forum
  - Project escalation

##### New Business:

- o Office 2007/Vista
- o ACPAC meeting times

##### Old Business:

- o Revisions to Constitution and Bylaws
- o ACPAC survey
- o Classroom security

##### Standing Reports:

- o Report from Digital Repositories group (Janosko)
- o Report from Student Computing Subcommittee (Appolonia)
- o Report from Student Operations Group (Smith)
- o Report from the CIO office (Balint)
- o Report from Funds Review Subcommittee (McFerron)

##### Reports from the Action Teams:

- o Tech Town Meeting -- McFerron, Convener
- o Browser/e-mail Team -- Kornfeld, Convener
- o Collaboration/Expertise Team -- Yost, Convener
- o Emerging Technologies Team -- Onyett, Convener

##### Other Business:

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will have responsibility for maintenance of the database supporting the locks.

## **Standing Reports:**

### **Report from Digital Repositories group (Janosko)**

Joann Janosko distributed a handout highlighting existing digital repositories (see: <http://www.lib.iup.edu/digicollections/>).

### **Report from Student Computing Subcommittee (Appolonia)**

This subcommittee will be reorganized and will provide a report at a future meeting.

### **Report from Student Operations Group (Smith)**

Quarterly rankings for projects are being discussed. Replacement for lost PINs will be made available to advisors.

### **Report from the CIO Office (Balint)**

ACPAC will serve a critical function within the new CIO organization. The Technology Operations Team is meeting on 8 Dec 06. At that meeting the streaming media service will be reviewed. The following meeting will feature a discussion of the technical aspects of the university blogging service. IUP is more aggressively pursuing online programs – ACPAC will be very involved in setting directions for this effort. Dan Yuhás and the IRT group will be responsible for implementation of online programs. The CIO organization is setting up a Apple Mac support team consisting of two CTM's and two from Technology services.

### **Report from the Funds Review Subcommittee (McFerron)**

Proposals for the use of the ACPAC innovation funds are due 22 Dec 07. The Subcommittee will review the proposals and make a recommendation for funding at the February meeting.

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

### **Tech Town Meeting Team -- McFerron, Convener**

The date for the Tech Town Meeting is 24 Mar 07. This action team has met once to begin planning. The topic will be Scholarly Communications. As plans develop, additional reports will be made.

### **Browser/e-mail Team -- Kornfeld, Convener**





Indiana University of Pennsylvania

**ACPAC**

**February 7, 2007 Meeting**

**3:30 - 5:00 PM in Oak Room A**

- Browser/e-mail Team -- Kornfeld, Convener
- Collaboration/Expertise Team -- Yost, Convener

Other Business:

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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the February 7, 2007 Meeting.

In attendance: Asamoah, Balint, Dadson, Giever, Gillham, Janosko, Kemp, Kornfeld, Lewis, McDevitt, McFerron, Moore, Onyett, VanWieren, Wang, Wolfe, Woodland, Yuhas.

Excused: Pagnucci, Roach, Smith, Weiner.

Absent: Eck, Shim, Yost.

Guest: Roumfort

### Proceedings:

#### Approval of Minutes from the December 6, 2006 Meeting.

The minutes of 6 Dec 06 were approved with the correction to add Jonathan Lewis to the Office/Vista action team.

### Co-Chairs' Report:

#### Financial Report

Rick McFerron provided this report:

Balance in SAP is \$38,388.20.

### Membership

A motion was passed to extend appreciation to the retiring ACPAC members for their service to ACPAC and the university. The involvement and work of these individuals has been critical to the evolving role of ACPAC. These former members of ACPAC are:

Paul Grieggs  
Glenn Himes

Jack Scandrett  
Patrick McCreary  
Pat Scott  
Terry Appolonia

for the curriculum development process. Dawn Woodland spoke to this issue. Currently, all curriculum development documents are processed in hardcopy form. An action team was convened to investigate this issue and to determine if a request for technology support is warranted. The team consists of Dawn Woodland (convener), Jim Wolfe, Scott Moore, and a member from IT User Services to be named. It was suggested that Mark Staszkiwicz be contacted to determine his experience with this issue. It is recommended that each ACPAC faculty representative make contact with department and college curriculum committees and determine their interest in this matter. Feedback should be provided to Dawn Woodland ([Dawn.Woodland@iup.edu](mailto:Dawn.Woodland@iup.edu)). Recommendations for other members of this action team are welcome.

### **Web authoring tools**

Microsoft Office 2007 does not include FrontPage. The university web redesign project will incorporate a content management system for university webpages. The questions was raised regarding ACPAC consideration for the future of web authoring tools. The Office/Vista Action Team has been discussing this issue. This action team was charged to make a recommendation about web authoring tools.

### **Old Business:**

### **Revisions to Constitution and Bylawm**



Joann requested that more faculty members be involved in this discussion, particularly in regard to how text book orders may impact this decision. Andrew Gillham was added to this team. ACPAC members were asked to recommend others to serve on this action team.

### **Survey Team -- Giever, Convener**

No report.

### **Emerging Technologies Team -- Onyett, Convener**

No report.

### **Tech Town Meeting Team -- McFerron, Convener**

The date for the Tech Town Meeting is 24 Mar 07. The topic will be Scholarly Communications. The meeting will consist of a poster session by IUP Journal Editors, a presentation by Dr. Ray English of Oberlin College, and a panel discussion by IUP faculty members and administrators.

### **Browser/e-mail Team -- Kornfeld, Convener**

Paul Kornfeld distributed results of the survey of College Technology Managers regarding how security issues are handled in the individual colleges. The primary result of their research is that user education is the largest security concern on campus. Paul Kornfeld pointed out that there is no consistency between CTM's on how security issues are handled. A recommendation was made to look into user education of browser issues. The Computer Security Workshops for faculty and staff were discussed. User education for students should be followed up by Patrick McDevitt, possibly this could be included during student orientation. Bill Balint reported that IUP just changed over to a commercial Spam filter vendor and reminded everyone again that Spam filtering is done only on the basis of source of the e-mail message. Dennis Giever thanked the committee for all the work they had done.

### **Collaboration/Expertise Team -- Yost, Convener**

No report.

### **Other Business:**

**The meeting was adjourned at 5:03 PM.**

**Next Meeting: March 7, 2007**



Prepared by Rick McFerron with notes from Dotti Angel.



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Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the March 7, 2007 Meeting.

In attendance: Balint, Brzycki, Dadson, Giever, Gillham, Janosko, Kornfeld, Lewis, McDevitt, McFerron, H. Moore, R. S. Moore, O'Neil, Onyett, Sherwood, VanWieren, Weaver, Wolfe, Woodland, Yost.

Excused: Freda, Kemp, Shim, Smith, Weiner.

Absent: Asamoah, Pagnucci, Roach, Wang, Yuhas.

### Proceedings:

#### Approval of Minutes from the February 7, 2007 Meeting.

The minutes of 7 Feb 07 were approved as posted on the ACPAC website.

### Co-Chairs' Report:

#### Financial Report

Rick McFerron provided this report:

Balance in SAP:	\$27,640.20
Amount left to distribute for ACPAC awards:	21,092.00
Expected balance:	\$ 6,548.20

#### Membership

The following new members to ACPAC were introduced and welcomed:

Dr. Dolores Brzycki - A-dean representative, College of Health and Human Services

Dr. Holly Moore - Monroeville faculty representative, Counseling Department  
Ms. Therese O'Neil - Punxsutawney faculty representative, Computer Science Department  
Dr. Kenneth Sherwood - At-large faculty representative, English Department  
Mr. Casey Weaver - Graduate student representative

Dr. Yaw Asamoah has been reappointed as the Dean representative to ACPAC. Mr. Ronald Freda will serve as the faculty representative from the Northpointe campus, but will be unable to attend the spring semester ACPAC meetings.

ACPAC is now at its full membership of 30.

## **Announcements**

The report given to the Senate at their 27 Feb 07 meeting was discussed. There were several questions about support for on-line courses. An announcement for a TLTR conference at Gannon University will be sent to the ACPAC membership.

## **New Business:**

### **ACPAC representative to ACUC**

ACUC is the Academic Computer Users' Council, a group consisting of representatives from each of the PASSHE schools. This group is in the process of redefining its mission and expanding its membership. There is a need to appoint a faculty representative from IUP to serve on this group. Nancy Yost expressed interest in this appointment. Rick McFerron will continue to serve as the administrative representative to ACUC.

### **Formation of MAC support group**

As a result of discussion at the Technology Operations Team (TOT) meeting, a MAC support group has been formed. TOT consists of IT support personnel from IT services and the colleges. The MAC support group is intended to serve as a vehicle to optimize existing expertise on the MAC platform. While the level of support for MACs may not change substantially, those IT personnel supporting MACs will have a new resource from which to draw.

## **Old Business:**

### **Classroom security**

Bill Balint has carried forward the recommendation of the Ad Hoc Classroom Security Subcommittee to adopt the Best/Stanley card-access lock system. There is a need to identify a unit on campus to provide administrative support for this system. The Admin/Finance division will take responsibility for this and

will be meeting with IT services to plan an approach to implementing these locks.

## **Status of Wireless access**

Work on enhancement of the wireless network continues. Additional access points will be added and the process to access the wireless network will be simplified. Discussions about incidental unauthorized access to the wireless network continue.

## **Standing Reports:**

### **Report from the CIO office (Balint)**

The Student Computing Help desk has been moved from Gordon Hall to Stright G-33. This service will be integrated with the administrative helpdesk. By Fall 2007, all help desk services will be delivered from the IT Support Center in Suites on Grant.

### **Report from the Funds Review Subcommittee (McFerron)**

Awards for the ACPAC Technological Exploration and Innovation Fund are in the process of being distributed to the faculty awardees. These faculty members will provide feedback on their projects at the ACPAC Innovation Forum to be held in the Fall.

### **Report from Digital Repositories group (Janosko)**

Work is progressing on both CONTENTdm and DSpace. The library has digitized IUP year books and have made them available through CONTENTdm.

### **Report from Student Computing Subcommittee (McDevitt)**

This subcommittee is in the process of reforming under the leadership of Patrick McDevitt. Many topics were addressed at a recent meeting. These include cell phones, text messaging, podcasting, Ruckus and campus events. There is a need to reach out to new students, possibly with some enhanced technology orientation or distribution of CDs and other material. A technology survey of IUP students will be conducted this semester.

### **Report from Student Operations Group (Wolfe)**

Banner 7.3.1 is now in production. This group discussed some issues associated with the Summer/Jan program at Punxsutawney.

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

### **On-line Learning Team -- Giever, Convener**

This team met and had a good initial discussion. A chair or co-chairs have yet to be identified. Dennis Giever received several messages after the Senate meeting expressing interest in the work of this team. The charge is to define the tools needed to support on-line learning, including resources, training, etc. Tess O'Neil expressed interest in joining this team. Ken Sherwood related a personal experience at an institution that began to emphasize on-line courses and severely curtailed support for traditional courses. It was suggested that ACPAC should express to the university the need of faculty to utilize these same technology tools to support traditional and blended courses.

### **Curriculum Development Support Team -- Woodland, Convener**

This team is in the process of forming. Dawn Woodland has made contact with Mark Staszkievicz and Ed Donley regarding past work on this issue. The Graduate Curriculum Committee has expressed interest in some form of electronic communications to support their work.

### **Collaboration/Expertise Team -- Yost, Convener**

The charge to this team was discussed. It is not clear how this group should proceed.

### **Office/Vista Team -- Janosko, Convener**

The report from this team will be posted on the ACPAC website. The action team makes the following recommendations:

### **Office/Emergency Team -logy toind -- Giever, Convener**

Turning Technologies. A demo kit from this company will be requested and distributed to interested faculty members to test. It was suggested that faculty in ECOB be contacted--some of them may have had poor experiences with this technology.

**Tech Town Meeting Team -- McFerron, Convener**

The date for the Tech Town Meeting is 24 Mar 07. The topic will be Scholarly Communications. The meeting will consist of a poster session by IUP Journal Editors, a presentation by Dr. Ray English of Oberlin College, and a panel discussion by IUP faculty members and administrators.

**Browser/e-mail Team -- Kornfeld, Convener**

Paul Kornfeld recommended that this action team be in 7. t TT1 1 Tf<u disCa poo be in e-vst thiB] v48e



Indiana University of Pennsylvania

**ACPAC**

**April 4, 2007 Meeting**

**3:30 - 5:00 PM in Oak Room A**

Created and maintained by J. R. McFerron



# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the April 4, 2007 Meeting.

In attendance: Asamoah, Balint, Giever, Gillham, Janosko, Lewis, McDevitt, McFerron, R. S. Moore, O'Neil, Onyett, Pagnucci, Sherwood, VanWieren, Wang, Weiner, Wolfe, Yost.

Excused: Brzycki, Freda, Kornfeld, H. Moore, Shim, Smith, Woodland.

Absent: Dadson, Kemp, Roach, Weaver, Yuhas.

### Proceedings:

#### Approval of Minutes from the March 7, 2007 Meeting.

The minutes of 7 Mar 07 were approved as posted on the ACPAC website.

### Co-Chairs' Report:

#### Financial Report

Rick McFerron provided this report:

Balance in SAP:	\$6,933.85
Amount left to distribute for ACPAC awards:	1,000.00
Expected balance:	\$5,933.85

There are some outstanding expenses from the Town Meeting. An allocation of \$30,000 is expected for the new fiscal year.

### Announcements

A Conference on Instructional Technology is being held at SUNY-Plattsburgh 29 May - 1 Jun 07. A brochure was made available at the meeting.

Gannon University is sponsoring a workshop on Excellence and Innovation in Teaching and Learning. Rick McFerron has the details.

The RECAP 2007 conference at Westchester University is scheduled for 17-18 May 07. The website is:

<http://www.wcupa.edu/recap/>

Information about submitting proposals for the Technology Fee special projects will be distributed to the deans this week. Proposals are due in May.

Rick McFerron asked for any comments or suggestions about the ACPAC website ([www.iup.edu/acpac](http://www.iup.edu/acpac)).

The May ACPAC meeting will be the last meeting until September. If there is anything that ACPAC should address, action needs to be taken at the May meeting.

### **New Business:**

#### **Living/Learning communities**

Dennis Giever explained that space has been designated as living/learning space in each of the new residence halls. He asked for suggestions from ACPAC as to what should be included in these areas. Patrick McDevitt has already given information and pricing for multimedia equipment to be installed in some of the spaces. He is not sure who will be purchasing and maintaining these spaces. It was suggested that a representative from the Living/Learning team be invited to make a presentation to ACPAC.

#### **On-line surveys**

Rick McFerron reported on a "Stats for Lunch" session that was sponsored by the Applied Research Lab. The topic of discussion was the survey load on our students. Rick McFerron moved, Lloyd Onyett seconded that an action team be convened to explore the management of on-line surveys. The motion was passed. Rick will convene the action team with Lloyd Onyett as a member. Tom Short, Director of the Applied Research Lab, will be invited to join. Other ACPAC members are welcome.

### **Old Business:**

#### **Classroom security**

Bill Balint will provide a written response to this issue for the May meeting.

### **Status of Wireless access**

Bill Balint will provide a written response to this issue for the May meeting.

### **Standing Reports:**

#### **Report from Student Operations Group (Wolfe)**

There were discussions about the on-line catalog which will be available as part of the redesign of the university website.

#### **Report from the CIO office (Balint)**

Bill Balint had several items to report:

Current version of WebCT (4.X) will be available through at least summer 2008.  
SPSS -- IUP is exploring ways to provide this software to students other than in the public labs. Of particular interest is to meet the needs of graduate students.  
Software purchases -- Faculty members need to be aware of state contract specifications when considering software purchases. There could be legal



## **Survey Team -- Giever, Convener**

The technology survey for faculty has been finalized and sent to Tom Short of the Applied Research Lab. It should be sent out within the next two weeks.

## **Emerging Technologies Team -- Onyett, Convener**

This team met last on 3 Apr 07. Sean McDaniel gave a demonstration of the utilization of the new streaming server. The streaming server is up and running, but it is felt that there is a need for more than just documentation. List of concerns include support of the service and who will be responsible for help issues.

A Demo Kit from Turning Technologies is on campus. This is one of the vendors of PRS (Personal Response Systems--"clickers"). This particularly system integrates very closely with PowerPoint. Dennis Giever has the system now and will be passing it on to ECOB. Contact Rick McFerron if you have an interest in trying this.

## **Other Business:**

**The meeting was adjourned at 4:54 PM.**

**Next Meeting: May 2, 2007**

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Prepared by Rick McFerron with notes from Dotti Angel.







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The meeting dates for the next academic year will be posted on the ACPAC website. Meetings will be the first Wednesday of the month September through May (excluding January).

## **Announcements**

The RECAP 2007 conference at Westchester University is scheduled for 17-18 May 07. The website is:

<http://www.wcupa.edu/recap/>

## **New Business:**

### **Election of Co-chair**

Dennis Giever was nominated and unanimously elected for a second term as Faculty Co-chair of ACPAC.

### **Mack teaching lab**

Mack Hall is scheduled for demolition in the beginning of May. This central computer teaching lab will no longer be available. Replacement space is being investigated by AOG. There is a possibility of space in the library. A report on this issue will be provided in the fall

### **Johnson public lab**

The Johnson public lab is the least used of the centrally-supported labs. It is being considered by AOG as a replacement for the Mack lab.

## **Old Business:**

### **Living/Learning communities**

Dennis Giever will provide a report on this issue in the fall.

### **Classroom security**

Rick McFerron reported that the Ad hoc Classroom Security committee met on 19 Apr 07. The committee has formulated a new proposal for adoption of electronic locks that should be reviewed by the university soon. Bill Balint provided a response to this issue via e-mail which was read into the minutes:

*IT Services escalated ACPAC's continued concern related to the lack of a comprehensive academic space lock system to the Administration and Finance Division at its official quarterly meeting in early 2007. An official inquiry related to the status of the project will be made prior to the upcoming meeting scheduled for June.*

## **Status of Wireless access**

Bill Balint provided this report via e-mail:

*IUP is aggressively extending its authenticated wireless capability again during the Summer of 2007 with the purchase of another battery of access points. These points, like those already in place, could be used for incidental unauthenticated access if/when IUP adopts it.*

*In order to support basic incidental unauthenticated wireless access, it is estimated that about \$50,000 of mandatory and \$30,000 of highly suggested costs be incurred for the purchase of switches, packet shaping, intrusion prevention and related security software. It is estimated that about \$10,000 of mandatory and \$8,000 of highly suggested costs be incurred for maintenance with some periodic expenses to replace the hardware environment.*

*Again, this would provide basic web functionality targeted to guests on campus for 1-3 days.*

This issue was discussed by ACPAC. ACPAC requests additional details regarding the incremental cost for the unauthenticated service. Likewise, ACPAC would like to understand how difficult it would be for visitors to use this service.

There were questions and discussion about the campus coverage of the existing wireless service.

## **Standing Reports:**

### **Report from Student Computing Subcommittee (McDevitt)**

The preliminary results from the survey issued to students will be posted on the ACPAC website. During the summer, the survey results will be analyzed and a report will be provided to ACPAC in the fall.

### **Report from Student Operations Group (Wolfe)**

The administrative process associated with students paying bills is being revised. DIRT (Duplicate ID Resolution Team) shows 2,000 duplicate IDs in the system.

## **Report from the CIO office (Balint)**

No report.

## **Report from the Funds Review Subcommittee (McFerron)**

No report.

## **Report from Digital Repositories group (Janosko)**

Joann Janosko provided a report via e-mail:

*There was no report from the Digital Repository Committee since it did not meet since the last meeting.*

*The ETD subcommittee of the Digital Repository Committee did meet on April 19.*

*Highlights of the meeting:*

*There are new dissertations being added to D-Space.*

*D-Space survived the EDT time change.*

*Since we are moving from a pilot to an implemented service, staffing issues need addressed.*

*Future directions for support were discussed, both online and in-person, especially in relation to converting the dissertations from Word documents to PDF's.*

*Interest in a repository for theses across the PASSHE was reported.*

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

### **Student Survey Team -- McFerron, Convener**

Tom Short, Coordinator of the Applied Research Lab attended the meeting to discuss the issue of survey load on IUP students. Tom distributed a handout which addressed this issue. Additional information was provided and questions from the ACPAC membership were addressed. ACPAC passed the following motion:

*ACPAC endorses the recommendation in the report submitted by Tom Short, Coordinator, IUP Applied Research Lab. (motion: Onyett; second: Woodland).*

*The specific recommendations are:*

- 1. Web-based surveys should be sent to samples of no more than 2,000 potential respondents. Samples of this magnitude are typically used in*

*nationwide surveys. Even if multiple surveys are conducted in a narrow window of time, the survey load on any single student or potential respondent will not be very great.*

*2. IUP researchers and administrators submitting surveys to StudentVoice should expect at least two weeks to pass between the time the survey and all ancillary materials are submitted until the surveys is ready to distribute.*

*3. Exceptions to either of guidelines 1 and 2 will be considered on a case by case basis, and only with appropriate justification of the reasons for the exception request.*

Tom will convey the endorsement of these recommendations to the incoming ARL coordinator, Christoph Maier, and other interested parties.

Rick McFerron moved to disband this action team. ACPAC concurred.

### **Emerging Technologies Team -- Onyett, Convener**

Lloyd Onyett reported that this team is exploring the educational uses of Second Life, a web-based virtual world.

### **On-line Learning Team -- Giever, Convener**

Dennis Giever provided a handout to ACPAC. The handout included recommendations from the action team. ACPAC discussed the recommendations and passed the following motion:

*ACPAC endorses the recommendations from the On-line Learning Action Team. The specific recommendations are:*

*1. For on-line programs to truly flourish at IUP, there is a need to expand the service hours for technical support for on-line students and the faculty that teach those courses. The committee feels that it is important for IUP to expand this service with a long term goal of offering 24/7 technical support to all on-line students and the faculty that teach on-line.*

*The on-line technical support should also include such services as admissions, advising and an array of services that are available to on-campus students which will need to be duplicated for on-line students.*

*2. IUP should look very carefully at developing a "Virtual Campus" that would provide on-line services that mimic similar services on campus. This*

*“Virtual Campus” would include services for recruitment, admissions, financial aid, major advising, course advising, library services, internships, graduation etc. In essence, the “Virtual Campus” would provide the necessary services in a virtual world to all on-line students. Included in the “Virtual Campus” would be an area with instructor resources.*

*3. A link to this “Virtual Campus” should be prominently displayed on the main page for IUP.*

*4. IUP should, very quickly, set up a procedure to evaluate both Sakai and Blackboard, with a goal of choosing between the two Learning Management Systems during the 2007-2008 academic years. Those involved in on-line teaching and those who have an interest in the area should have an opportunity to study both the strengths and weaknesses of both systems, and have their input heard.*

*5. IUP should move aggressively toward the adoption of a Content Management System (CMS) for online material. The goal should be to have a universal standalone CMS or as a component of a Learning Management System (LMS).*

*6. IUP should, with input from all stakeholders, develop a “features list” of on-line tools that will be available to faculty and students, and be supported by IUP and the technical staff. The goal would be to have the necessary tools for instructors and students involved in on-line learning.*

### **Curriculum Development Support Team -- Woodland, Convener**

Dawn Woodland reported on the activities of this team. A document was distributed and discussed. The action team requested adoption of four recommendations. ACPAC passed the following motion:

*ACPAC accepts the recommendations submitted by the Curriculum Development Support Team (motion: action team). The recommendations are:*

- 1. That a system be designed and implemented to provide electronic support for new curriculum proposals, course revisions, and program revisions of any type for both undergraduate and graduate levels;*
- 2. That such a system is used by both submitters and reviewers;*
- 3. That a formal request be made to Bill Balint for action by IT Services;*







# ACPAC

## Academic Computing Policy Advisory Committee

### Minutes of the May 3, 2006 Meeting.

In attendance: Anderson, Appolonia, Asamoah, Dadson, Giever, Grieggs, Himes, Kornfeld, McCreary, McFerron, Onyett, Piwinsky, Scandrett, Smith, VanWieren, Wolfe, Woodland.

Excused: Campbell, Janosko, Lewis.

Absent: Benhart, Eck, Kolb, Mukasa, Nolan, Pagnucci, Roach, Scott, Shim, Wang.

### Proceedings:

#### Approval of Minutes from the April 5, 2006 Meeting.

The minutes of 5 Apr 06 were approved as presented.

### Co-Chairs' Report:

McFerron presented a gift to Paul Kornfeld with thanks from ACPAC for his service as ACPAC Co-chair for two terms. Paul's dedication and leadership is appreciated.

### Financial Report

McFerron provided this report:

Balance reported by Banner is \$12,779.32. There is an outstanding commitment to AOG of \$3,161. The remaining to distribute to approved ACPAC innovation projects is \$740. The working balance is \$8,878.32.

### C-CUE Technology Summit

The C-Cue Technology Summit will be held on 17-19 May 2006 at the Oglebay resort near Wheeling, WV. There will be five presentations from IUP.

### Technology Announcements



## **Password length**

At the last TUC meeting, action was taken to require the length of IUP computing passwords to be at least 8 characters. Action on this item is pending resolution of the current limitation of 6 numbers for the URSA PIN.

## **Review of disk storage**

This item will be deferred to the next meeting. ATS will provide a summary of network disk storage services available to IUP users.

## **Standing Reports:**

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

No report.

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

No report.

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

Terry Appolonia reported positive feedback from students on the increased e-mail space. There has been strong use of the "Campus Events" e-mail distribution list. Over 600 messages have been sent this year. Students have the option of being removed from this list. A survey of students is currently underway.

### **Report from ACOC (Banner)**

No report.

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

Mark Piwinsky reported that the conditions of the Microsoft Campus Agreement have changed. Costs have risen and the agreement no longer includes FrontPage and Visual Studio. The IUP Technology Fee plan for 06-07 is being developed. The multimedia classroom installations will be finished in the next year and the classrooms will be moved into a maintenance phase.

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

## **Emerging Technologies Team -- Onyett, Convener**

Lloyd Onyett reported that this team has had 2 meetings so far. The team is defining areas to consider. The membership of the action team currently has no representative from ECOB or NSM. ACPAC college representatives were asked to recommend someone from their college to serve on this team. This team will continue to work through the summer and make a report to ACPAC in the fall.

## **Advising Team -- Wolfe, Convener**

Jim Wolfe reported that this team has not met. The problem with the Alternative PIN is being addressed. It was recommended that this team be disbanded as this is not really an ACPAC issue. Rick McFerron share this information with Rebecca Sterley.

## **Collaboration/Expertise Team -- Nolan, Convener**

Joe Nolan has resigned from the university. It was suggested that this action team should be revitalized in the fall.

## **New Business:**

### **Co-chair Election**

Dennis Giever was unanimously elected as the faculty Co-chair of ACPAC.

### **Department e-mail lists**

Rick is ready to distribute to departments, changes of moderator within a department to take place once per year.

### **MSCA - Frontpage, Visual Studio**

For the coming year, funding has been identified to acquire Frontpage and Visual Studio from Microsoft as part of the Microsoft Campus Agreement.

### **Technology Plan**

Rick McFerron has sent the draft technology plan to ACPAC members. Also distributed was the Powerpoint presentation that Mark Piwinsky made to the UPC. It is important that ACPAC provide some reaction to the draft plan. Not wanting to wait until the fall, it was agreed that a special ACPAC

**Other Business:**

**The meeting was adjourned at 4:56 PM.**

**Next Meeting: May 3, 2006**

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Prepared by Rick McFerron with notes from Dotti Angel.