Administrative Advisory Committee on Computing
Meeting Minutes

February 20, 2007

Attendance:

Members Present: Dana Azevedo, Leigh Elfrink, Brent Goodman, James Maraviglia (Chair), David Mason (Ex officio), Barbara Melvin, Victor Meyerson, Rick Ramirez, David Ross, Eumi Sprague, Susan Stewart (Ex officio), Terry Vahey (Ex officio) and George Yelland (Ex officio)

Members Absent: Navjit Brar, Anthony Colvard, Joe Grimes, Kimi Ikeda, Susan Sparling, Bob Stets and Vicki Stover (Ex officio)

Guests Present: Irma Arellano, Timothy Kearns, Craig Schultz, and Thomas Zuur

1. Previous Meeting (January 9, 2007) Minutes Approved

2. Next Meeting: March 20, 2007 1:00pm – 2:00pm

3. Liaison to Other Computing Committees:

   AACC normally has a member appointed as a liaison to the IACC (academic) and another member appointed as liaison to the SC3 (student) computing committees. Dave Mason was appointed as the IACC liaison. Brent Goodman was appointed as the SC3 liaison.

4. ATI Initiative Status (Timothy Kearns):

   The Accessible Technology Initiative is a system wide initiative that addresses access to Electronic and Information Technology. The 3 main areas encompassed by this initiative are Administrative Web Accessibility, Instructional Materials Accessibility and Procurement of accessible Electronic and Information Technology.

   Kearns outlined the basic scope of the initiative and then focused on the Web Accessibility area. Several handouts were provided including a Web Accessibility Project Workflow Guide, an ATI Milestones grid and an inventory of Cal Poly Websites showing which would be targeted for assessment.

   The goal for year 2007 is for each campus to perform a high level assessment of accessibility at the campus and then prepare a plan on how the campus will meet the outlined ATI Milestones. Members were asked to review the website inventory. Web sites to be assessed are marked with an X. Web applications (e.g. Blackboard) to be assessed are marked with a V. Members should check to see if any critical Web sites or applications have been omitted, check for correct URL’s and provide feedback if they think a particular site should or should not be assessed. Please provide this feedback to Kathy Kimball.
5. **Microsoft Vista and Office 2007 (Craig Schultz):**

Microsoft’s newest Windows operating system called Vista is now being shipped on new computers. As with any new operating system there are user interface impacts, applications impacts and fixes/bugs. Cal Poly (like most every other institution) is planning to “go slow”. Our current operating system (XP) will be supported for years so there is no immediate need to migrate everyone to this operating system. For now ITS will overlay Vista with XP for any new computers until we are ready to deploy Vista on the campus.

The high level plan is:
- Winter Quarter - learn more about Vista and explore how best to deploy it
- Spring Quarter - develop recommendations for deployment
- Summer Quarter - at the earliest, possibly deploy Vista in early Summer quarter.

More details will be forthcoming. If you have any questions contact Craig Schultz.

6. **Mainframe Decommission (George Yelland):**

Mainframe Decommission was last discussed at AACC back in October 2006. Since then there have been several significant scope changes. One is to set a date for discontinuing SIS online and batch access. This needs to be discussed with the CMS Steering Team but the current thinking is that this will be in one to two months. The second scope change has been a decision NOT to migrate the SIS data from DB2 to Oracle but to simply unload the data with an ability to reload it to a DB2 database if the need arises within a period of one to two years (the exact timeframe to be determined by the CMS Steering Team). The final scope change is a decision NOT to migrate the existing application source code (COBOL, DYL280, FOCUS etc) to another platform. We just don’t think there will be a need for it.

Maraviglia shared a concern regarding the potential need to rerun MCA for past years. Yelland will follow up directly with his office. Zuur expressed a concern over continuing need for SIS access until access issues surrounding the new HRSA application are resolved. Yelland indicated these issues will be taken into account when deciding on an SIS online/batch shutdown date.

Yelland assured everyone that once target dates have been determined for these various activities, they will be shared with AACC as well as other campus constituencies.
7. **Campus Reporting Needs (Brent Goodman):**

Goodman expressed concern that there isn’t an existing forum to help shape the strategic direction for the data warehouse. The current forum for discussing data warehouse needs is at a very tactical level dealing with data needs in the SA data warehouse and adhoc SA reporting needs.

Kearns indicated that the envisioned Data Warehouse Steering Team would be the appropriate forum and that a future AACC agenda item will address this group’s charter, membership and governance. Yelland indicated that there was also Data Warehouse activity at the System wide level which he could share in a future meeting.

Maraviglia agreed to get this item on a future agenda. AACC members were asked to submit input to Maraviglia on the DW Steering Team charter and membership.

8. **AACC Charter and Membership Approval**

Ramirez pointed out that the charter was very broad. Kearns agreed, indicating that was intentional to allow AACC to address a variety of issues. The key is tight agenda management so that we stay on track. The charter was then unanimously approved.

Regarding membership, Ramirez pointed out that there were inconsistencies between the President’s formal membership memo and the membership outlined in the charter. Maraviglia and Yelland agreed they would review and give feedback to the committee.

**Minutes provided by:** George Yelland
ITS / OCIO