Administrative Advisory Committee on Computing
Meeting Minutes

January 11, 2005

Attendance:
Members Present: Barr, Brar, Colvard, Holleran, Maraviglia, Mason, Melvin, Overgaag, Ross, Sletteland, Sparling, Stewart, Stover, Yelland

Members Absent: Drury, Elfrink, Neill, Pietsch, Ramirez

Guests Present: Irma Arellano, Laurie Borello (for Rick Ramirez), Jerry Hanley, Johanna Madjedi, Craig Schultz, Mary Shaffer, Tom Zuur

1. Approval of the Minutes:
The minutes of the 10/25 and 11/29 meetings were approved as written.

2. Announcements:
   - VP/CIO Search – Hanley announced that will be retiring at the end of June.
   - Software Acquisition Framework – Ross showed a draft flow diagram showing the potential decision tree/questions to be asked. He is working on a checklist to accompany the diagram. Ross acknowledged a need to further define roles and responsibilities, resources, etc., applying the same framework (e.g., policy, standards, guidelines, and procedures) used recently for other processes. Ross will post the draft on the AACC website by the end of this week. A subgroup, including Procurement, will work with Ross on the framework. The final version will be shared with the Chancellor’s Office.
   - Blackboard Migration and Update – Schultz reported that the migration went well, although there have been intermittent problems affecting performance. Zuur cited concerns about the “Enroll Student” tab in Blackboard which may be confused with enrolling in the course; this is coded in Blackboard; it may be something that can’t be changed without voiding the Cal Poly contract.
   - ADA Update – CSU Executive Order 926, effective January 1, defines campus responsibilities for complying with legal mandates. ITS is developing specific deliverables and action items. The Academic Senate will be having a first reading on a resolution endorsing development of a plan.

3. PolyComm Status:
   Ross distributed a revised update and timeline. The calendar migration has been delayed until the weekend of January 22 to implement additional security in OCS. A campus announcement was sent out about this. A message targeting users who need to change their passwords before the migration is also being sent. A list showing numbers of affected users by organization unit was distributed. OCS requires authentication from the enterprise directory which stores the login and password created in the Password Manager on the portal. ITS will provides a detailed list of affected users to departments upon request. ITS will confirm how
and when different units will migrate email based on previous discussions. Ross
demonstrated the web-based calendar in the test environment at the meeting.
OCS Files, web conferencing and wireless access will be evaluated and tested in
spring for expected implementation in summer and fall, pending analysis/funding.
At the kickoff merger meeting next week, CSU (including Hanley) will be meeting
with senior representatives of Oracle and PeopleSoft to discuss how higher
education will be treated and actively engage to ensure an effective migration.

4. **Desktop Security Update and Follow-up:**
IRMPPC approved moving forward with LAN Coordinator governance model, but
the details still need to be worked out.

Schultz distributed a preliminary draft proposal for staging Active Directory (AD)
as an enabling piece of long-term infrastructure to address many short-term
goals and objectives of the desktop security initiative. It will save costs, improve
security and leverage existing resources. He briefly reviewed the document
outlining the rationale, strategy, and scope. His intent at this meeting was to
introduce the concept, create awareness that AD is one tool that can address
many objectives, and solicit volunteers to help identify requirements, offer
guidance on a governance model, and recommend how best to move forward.

Mason is concerned that AD is a specific product solution and ITS is setting a
standard without defining constituent needs and requirements. Schultz said the
intent is not to mandate AD use, but to seek better alignment of departments that
have implemented AD; there is a large installed base that must be well-managed
to prevent it becoming a risk to the campus. Mason suggested it be presented in
that context and clearer as to the scope; the current draft does not capture that.

Madjedi added that part of the desktop security initiative includes a managed AD
environment that must be addressed in parallel to the other pieces such as patch
management and LAN Coordinator governance. Standards, guidelines and
procedures for implementing and managing AD implementations are needed.

Sletteland noted that Foundation underwent a lengthy and painful process to
define policies, standards and practices around AD. She would not like to see
any drastic changes implemented at this stage. Schultz said the goal will be to
work collaboratively to develop the standards, e.g., University of Florida model.

Mason, Barr, Stewart and Sletteland volunteered to work with Schultz on this and
other topics related to desktop security as needed.

5. **Library Systems Presentation:**
Brar demonstrated two new online services available from the Library:

*Ask the Librarian* – This service allows users to ask questions by filling out a form
on the right side of the screen and the results appear on the left hand side of the
screen. It has been very useful especially after hours. This is a pilot project in
which CSU and several other institutions, such as SUNY, MIT, and Australia are
participating, so answers may be coming from anywhere in the world.
PolySearch – This new service searches multiple databases at the same time; prior searches were limited to a single database. Users login using their last name and library bar code from their PolyCard; in the future, access will be through the portal. Brar demonstrated basic and advanced search functions. Selecting a specific discipline reveals additional databases unique to that discipline. Searching Google Scholar may be possible in the future. Citations and references can be selected and saved for future reference. The data is stored on servers at the Chancellor’s Office and is not costing the campus anything at this point. Users can browse e-journals as well.

Minutes prepared by Mary Shaffer