Administrative Advisory Committee on Computing
Meeting Minutes
April 5, 2005

Attendance:

Members Present: Arellano, Colvard, Elfrink, Harris, Henricks, Mason, Maraviglia, Melvin, Overaag (SC3), Ramirez, Ross, Sletteland, Sparling, Stewart, Stover, and Yelland

Members Absent: Barr, Brar, Drury, Holleran, Neil, and Pietsch

Guests: Kathy Kimball, Dale Kohler, Johanna Madjedi, Craig Schultz, and Karen Vaughan

1. Approval of Minutes
   The March 7, 2005 AACC Minutes were not presented for consideration at this meeting.

2. Announcements:

   A. IRMPPC Feedback on ADA, Spyware and Recording Devices – An AACC subcommittee will refine a response for additional discussion.

   B. BlackBoard Performance Update – Schultz reported that BlackBoard’s latest version 6.1, third release, has recently been installed and has remedied malfunctions experienced last quarter. The timing out functionality has been manually interrupted to allow BlackBoard to lengthen the time frame. ITS staff will be meeting with BlackBoard to review the next academic year needs.

   C. Next Steps on Software Acquisition – Due to the current onslaught of spy-oriented email and the nominal cost of a software product “Spy Sweeper” by Web Root, ITS was approved to bypass a formal review process and purchased the product. The program (under a 2 year contract with all upgrades included) will be available soon to all faculty staff and students, ASI, State, and Foundation for on and off campus use via the Cal Poly Portal Channel.

   D. Other –

      1. PolyCard Re-Card – In response to State legislation, Cal Poly is required to remove social security numbers from the PolyCard magnetic strip. The current card replacement will begin June 1 and completed by the July 1 mandated deadline.

         Alternatives to destroying the old card are still being discussed. Schultz will continue outreach efforts regarding PolyCard replacement as it related to key card usage.
3. **Discussion Items:**

   **A. ADA Compliance Status** – The IRMPPC has developed a draft Campus ADA Assistive Technology Initiative, dated March 11, 2005. Due to recent concerns with risk management mobilization, President Baker has returned it to the AACC for additional input.

   The initiative, in response to legislative mandates and CSU executive Order # 926, addresses policy, standard, guidelines, and procedures, including near term objectives (February – August, 2005).

   To promote campus awareness and to acknowledge the priority to facilitate affected students ADA needs, a letter to the campus will be forthcoming from President Baker this month. ADA guidelines and policies will also be forwarded to the Deans Councils to spread awareness within their constituencies. Campus Attorney Carlos Cordova will provide feedback from a legal perspective. ITS will continue to provide technical resources.

   Kathy Kimball, ITS ADA specialist, reported on a recent CSU College assessment showing 10 of the 23 CSU colleges (not including Cal Poly) posting ADA Compliance. San Bernardino, who used the “AACC “Verify” product, was acknowledged. Cal Poly’s [www.calpoly.edu](http://www.calpoly.edu) web site, managed by Steve Rutland, ITS, is compliant.

   Discussion continued regarding requiring all web pages (including clubs) posted on the Cal Poly campus site be required to meet ADA policies and standards. A policy enforcement measure could include the forwarding ADA requirements to all web page entities requiring acknowledgement and compliance.

   Discussion continued on current difficulties in obtaining alternative electronic format media publications associated with textbook orders. Often, the media is received late or not offered. It was suggested that El Corral Bookstore could require electronic format publications of all textbook orders. It was noted that not all publications are ordered through the bookstore. Instructors could be required to identify their class textbook title six months prior to teaching to alleviate publication ordering time constraints.

   Kathy clarified that ADA requirements extend beyond web pages to all aspects of ADA related services.

   This issue will be presented to the IRMPPC for their consideration.

   **B. Guidelines for Use of Recording Devices** – Vickie Stover, campus Information Security Officer, distributed a draft “Guidelines for Use of Electronic and Recording Devices, document dated March 18, 2005, in response to recent concerns with new technology recording devices (video streaming, cellular camera phones, etc.).

   Stover clarified that surveillance cameras are exempt from the guidelines. Distinctions between web cameras and surveillance equipment should be clarified.

   The filming of students is considered appropriate if it is part of an instructional package, but should be addressed initially via an individual privacy agreement.
The AACC endorsed the proposed guidelines and further proposed that the policy should address and clarify appropriate enforcement accountability.

The IRMPPC will consider this issue on Friday, April 8.

C. **PolyComm Status** – Ross reported that the calendar system will be down April 9 and 10 to install the current version and patches. A mass notification will be sent this week. User Support Services will begin testing the new program next week.

D. **Desktop Security** – A draft “Cal Poly LAN Coordinator Charter” document was distributed and proposed revisions to the campus LAN Coordinator and Technology Alliance (NTA) functions. It focuses on the LAN Coordinator’s role and how best to mobilize and articulate future expectations as technology and demands change. To date, the LAN Coordinator’s role is technical and functional and does not address enforcement accountability or policy interpretation expertise. Further, there currently is no LAN Coordinator position classification. The role is filled by various position classifications and supervised by various other position titles.

Proposed standards will be forwarded to the CSU based ITAC for policy consideration. Changes to the LAN Coordinator position responsibilities may cause the need for Human Resource classifications to be modified in the future.

Yelland suggested a joint IACC/AACC subcommittee to further address recent issues of accountability and enforcement topics.

This topic will be presented to the IRMPPC on Friday, April 8.

E. **Email as Official Communication with Students** – Due to meeting time constraints, this item was not discussed.

F. **AACC Sweeps for 2005/06** – Due to meeting time constraints, this item was not discussed.

**Minutes Prepared by:** Karen Vaughan, Information Technology Services, OCIO