Administrative Advisory Committee on Computing
Meeting Minutes – August 30, 2004

Attendance:

Members Present: Arellano, Drury, Elfrink, Maraviglia, Neill, Ross, Yelland

Members Absent: Van Belleghem, Bowker, Brar, Colvard, Mason, Melvin, Pietsch, Ramirez, Sletteland, Spady, Sparling, Stewart, Stover

Guests Present: Johanna Madjedi, Mary Shaffer, Thomas Zuur

1. Approval of the Minutes:
   No minutes were available for review and approval.

2. Conference Committee Status:
   Ross distributed and reviewed an updated list of AACC priorities mapped to the annual ITS work plan, which was modified after the conference committee validated the priority. He highlighted one or two projects in each area, including PolyComm which has been split into two projects, the second to address new functionality starting in Winter Quarter, e.g., online files, web conferencing, etc. PeopleSoft will address many items. Other priorities include TII, Middleware, Central Directory, Data Warehouse Redesign, and implementing Discoverer to potentially replace Brio Query. New priorities include file sharing, security, and ADA compliance. The need to shift resources to address legal compliance was noted. Madjedi said the campus will be seeking input from AACC and other constituent groups on standards and practices to implement the approved campus Information Security Program. Student Administration priorities will be addressed within that project. Software acquisition is an area of emphasis for both AACC and IACC, e.g., consolidating site licenses. Items in red indicate the highest priorities; bold items indicate matches to other committees. Yelland said AACC was well prepared having already narrowed its priorities ahead of time. Madjedi reported that SC3 was inactive last year due to lack of representation, but conducted a survey of students that reaffirmed the SC3 priorities. IACC had a very broad list of priorities, but when drilled down to key elements, it was close across the board with AACC. Yelland said the committee quickly reached consensus and appear to be pulling together in the same direction. He commended members for their preparation and hard work.

2. PolyComm Status:
   Ross distributed and reviewed a basic timeline for the project. The team has worked really hard this summer to get the system in place. The development system is done, the test system is there, and the team is close to having the production system completed. By mid- to late September, they expect to migrate ITS and selected campus users to the new system, identify and resolve any production issues, and then rollout to the campus as a whole. ITS is working closely with LAN coordinator on the implementation and migration plans. ITS User Support Services will support Outlook 2003 with Oracle Connector for Windows and MacMail or Entourage depending on the Apple operating system. Specific migration issues were noted, e.g., ITS is actively identifying and working with Outlook MAPI users to avoid any loss of data during migration.
ITS will target students for conversion in batches early in Fall Quarter to provide LAN Coordinators and USS time to convert faculty and staff to a proper client. This is not an issue for students since most are expected to use the Web client. Faculty/staff conversions will be targeted for late October/early November and occur overnight. The goal is to be done by the end of Fall Quarter. Faculty/staff and students with existing OpenTime accounts will convert to the new calendar in late October; the remaining student calendar accounts will be done in January. Migrating to a new client is the main focus to ensure transparent access to the message stores on the server when that migration occurs. The project is on track with Oracle experts conducting performance and load testing this week.

Ross attributed the latest email performance problem to use of POP which spawned processes that overwhelmed the system. ITS is using tools from HP and Oracle to monitor the POP traffic and try to track down the specific user, i.e., it could be one or two users with incorrect settings. The new system will support POP, but the campus is/should be moving away from it.

2. **Other / Announcements:**

Madjedi said the mainframe operating system upgrade over the weekend went smoothly. One file did not update correctly so the directory didn’t build properly overnight, but no other problems were detected.

Minutes prepared by Mary Shaffer