Administrative Advisory Committee on Computing  
Meeting Minutes  
September 27, 2004

Attendance:  
Members Present: Barr, Brar, Colvard, Drury, Elfrink, Holleran, Maraviglia, Mason, Pietsch, Ross, Sparling, Stewart, Stover, Yelland

Members Absent: Melvin, Neill, Ramirez, Sletteland

Guests Present: Irma Arellano, Bob Bojorquez, Laurie Borello (for Rick Ramirez), Sandra Harris (for Debbie Arseneau), Jerry Hanley, Dale Kohler, Johanna Madjedi, Craig Schultz, Mary Shaffer

1. Approval of the Minutes:  
The minutes of the 8/30 meeting were approved as written. The handouts are posted on the AACC website (http://aacc.calpoly.edu).

2. Kick-off for New Year:  
Membership/Introductions: Yelland introduced new members, including Holleran who replaced Bowker and Barr (ESS), Mason (AFD) and Stewart (SA) who were added as ex-officio members to provide a technical perspective on issues. Pietsch remains IACC liaison to AACC, but Maraviglia will replace Bowker as AACC liaison to IACC. Each attendee then introduced themselves.

Committee Objectives: Yelland proposed longer monthly meetings, using email to t-up issues in advance, using subcommittees to develop positions on specific issues, using email to provide status reports and updates, and using committee meetings to make decisions and approve recommendations. He expects to focus more on policy and infrastructure issues, such as application standards and requirements, and providing advice and counsel to IRMPPC. Yelland will structure AACC meetings to occur prior to IRMPPC meetings. Yelland, Ross and Hanley will prepare the agendas and get information out in advance so members have time to review with constituents and provide feedback at the meeting. Yelland expressed concerns about member participation and representation and a desire to get more members to sit at the table rather than along the wall in 33-385. He will use each meeting to highlight activities in one area/member.

Yelland described the three stages IRMPPC uses to review issues: inform and advise, analyze and explore (when AACC provides input), and debate and decide. Yelland noted a need to be clear as to when the committee is voting on or endorsing an action. He identified specific timeframes for AACC to respond, e.g., 10/29 for desktop management/security issues and 12/3 for a draft policy, standard and practices for attaching network communication devices. Hanley said this clarification is being driven in part by faculty concerns about lack of consultation over a decision already made (e.g., modem pool). While IRMPPC addresses policy, planning and resource issues, they seek guidance on those issues or refer implementation issues to AACC, IACC, and SC3 for action.

Hanley distributed and reviewed a handout describing terms used to address policy issues: policy, standards, responsibilities, guidelines, and procedures. ITS will rework the software acquisition framework using this approach. He noted a
matrix of 25 policy initiatives for 2004/05, including ADA compliance, email quotas, domain name service, password management, elimination of SSN, and more, and an extensive list of Federal legislation being tracked by EDUCAUSE that could affect higher education. IRMPPC will identify the top issues to make progress on this year, which will drive what AACC needs to work on this year. A major concern that emerged from the IRMPPC discussion is lack of awareness among faculty and departments about the need to make websites and uses of IT ADA compliant. AACC will have an opportunity to make a contribution this year.

3. **Operations Update on First Week of Quarter:**
   Ross reported that the first week of classes was one of the smoothest ever. There was a slight problem with email during WOW week, but mainframe processing has gone well. There was a network traffic problem in the residence hall due to infected computers brought by the students. ITS made configuration changes to the network to alleviate the problems. Stover cited difficulty getting an update from ResNET on the problem; she suggested finding ways to help them communicate during a crisis. The telephone switch experienced an error that caused an intermittent problem with transferring calls. The problem disappeared when the system was reset late in the week.

4. **PolyComm Update:**
   Ross distributed and reviewed an updated timeline. He said high-level, very complex installations occurred during the summer. A major hurdle involved getting the business intelligence to access the data warehouse for reporting. The next step will be to move the configuration into test and production this week. By the end of September, the production system will be ready for performance and benchmark testing, followed by data migration testing with production data and verification reports. Users will move in early October starting with ITS and AFD. A “big bang” calendar migration depends on data tables and a portal interface. ITS expects to get a lot of help from the LAN Coordinators to migrate users. Pietsch asked about BRIO replacement. Ross said Oracle Discoverer would be implemented later, with testing beginning in January. The BRIO license will be retained for another year with the goal to migrate/convert users sooner. Kohler distributed three handouts: An updated chart of supported email clients, a list of training courses being offered to users, and a chart displaying the email client installation workflow. Rollout plans vary from areas doing everything themselves to areas relying solely on ITS. ITS has a flexible model to support LAN Coordinators with migration, including software migration installation kits. Only Outlook MAPI users must migrate ahead of time or risk losing data. ITS is contacting these users directly or via LAN Coordinators to do the conversion. Other clients will continue to work after migration; users will have the option to convert in advance. Kohler recommended attending the training classes not the demos for users who are migrating. Users should be able to use one client to manage multiple email accounts. Open forums will be starting up again.

5. **Oracle:**
   Hanley said the systemwide Oracle license agreement provides a much richer deal for CSU campuses, which he will describe in detail at a future meeting.

Minutes prepared by Mary Shaffer