AACC Meeting Minutes – 12/3/01

Present – Anderson, Bowker, Brar, Colvard, Dignan, Melvin, Pezo-Silva, Ramirez, Ross, Sletteland

Apologies – Kennedy, Maraviglia, Mason, Nelson, Nielsen, Risser, ASI and IACC Representatives

Guests – Broome, Dignan, Hanley, Madjedi, Theresa May, Dan Malone, Schultz, Shaffer, Zuur

1. The minutes of the 11/19/01 meeting were distributed and approved as written. Ross noted that the minutes are being posted on the AACC website. Shaffer will add Mary Padilla to the AACC alias to facilitate posting of agendas and minutes.

2. Responsible Use Policy Update – Shaffer distributed and reviewed the handout presented to the Academic Senate on 11/20 and asked for feedback on the changes. Schultz reviewed the technician checklist included in the handout and asked for input on how to implement it. Members questioned if a form is needed for each service call or whether a form could be signed and kept on file (e.g., for each user or technician) for the piece that is not specific to the service request. Other suggestions included using a web-based form/process. Schultz said ITS would implement a paper form initially, but the goal would be to expand this to concept to other departments. Zuur suggested adding a reference to FERPA/student information. Members were asked to send comments to Shaffer and Schultz and copy Anderson and Ross.

3. IACC Update – Pending appointment of an IACC representative to AACC, Bowker will provide updates. She reported that IACC goals are being updated and will be posted to the web in the near future. The Brown Bag seminar this week is on making websites ADA compliant. Academic Senate is reviewing a draft distance education policy that raises some administrative issues AACC should review and comment on.

4. E-mail Storage Allocation – Madjedi distributed and reviewed the handout from the last IRMPPC meeting. She noted a need to ensure appropriate use and sufficient capacity, yet curtail unlimited demand for storage and bandwidth. The goal is to responsibly manage investments in IT resources tied to programmatic drivers and Cal Poly’s mission. This requires having a transparent and fair policy/process in place to define allocation models and programmatic needs. Understanding how workflow plays into this is another key factor. ITS is working with constituents to identify needs and analyze current usage. E-mail and departmental web space are immediate issues. Approximately 10% of faculty/staff and 2.5% of students are over quota on e-mail. If ITS increases individual quotas to 30MB, about 96% of the needs would be met; high volume users could pay for additional (100 or 250MB) allocations based on specific needs. Faculty using e-mail for course management tasks would be incented to use Blackboard instead. This would provide short-term relief, pending development of a long-term process for planning incremental capacity increased based on current usage and anticipated demand. ITS will pilot with CAED in January to develop a requirements gathering process that can be replicated across campus.

Madjedi is seeking input from AACC on how to enforce storage limits, e.g., force periodic clean-up of outdated messages, limit sending and/or receiving quotas, etc.
Netscape and Outlook allow users to see how much space is being used. Eventually, the portal may be used to notify users. No fee would be assessed for exceeding quotas, but Anderson suggested monitoring and notifying users about utilization. Ross will check on automatic notification of users exceeding a certain level. Bowker said users need an easy way to manage and exchange documents instead of using e-mail attachments. ITS is investigating web-based document sharing and checkout, but most systems don’t scale well. Madjedi envisions moving towards a departmental file server environment controlled by the department but on centralized storage to provide back up and redundancy, etc. ESS is the first department to try it, and others are considering it as well. Also, the imaging RFP includes document management. Bowker asked how soon OpenMail would be replaced. Ross said analysis would begin in Spring 2002 with migration expected in 2003/04. Bowker suggested users be educated on how to use e-mail more efficiently. Madjedi said ITS is developing a web page and training course to help with this.

5. AACC Priorities – Ross highlighted some specific changes:

a. DW Phase 2 – expected completion in Winter instead of Spring Quarter.
b. DWAD – upgraded to 45 training credits in exchange for training other CSUs.
c. Portal – getting close to single-click logon (still in test mode).
d. DegreeWorks – installing application in test environment soon. Need to move ahead and expand due to potential budget cuts in the future.
e. Imaging RFP – published 11/26. Scope recently increased to include CCCs.
f. Directory – moved full delivery back to Fall 2002 (original target date).
g. ADA – on hold pending budget situation.
h. Integrated Desktop – hardware identified for prototype.
i. Workflow – installed but on hold due to other projects and priorities; not actively testing at this time.

Ross will update on the web. He asked if members would find it helpful to keep prior versions out on the web to show the history. It was agreed that this should be done.

6. Campus Computing Survey – Hanley distributed a copy of the executive summary of this national survey. CSU is receiving a subset of comparison data, which ITS is trying to track down. Hanley noted the discrepancy among institutions that have implemented/standardized on a course management tool and actual utilization.

7. Data Warehousing and Directory – deferred to 1/7 meeting.

8. Anderson suggested expanding the number of meetings to address the number of issues that are being brought to AACC. Anderson and Ross are committed to get agenda and documents out in advance for review.

Submitted by Mary Shaffer