

Interim Governance Council
Minutes
August 2, 2006
1:30 P.M.

The monthly meeting of the Information Technology council Interim Governance Council was held on August 2, 2006 in the Hendriks Meijer Library conference room 167-169 with Kamlesh Sanghvi, as facilitator.

Welcome and Summary

Kam welcomed everyone. Kam acknowledged the wonderful work that Scott ONeal and Mike Alstrom has done to get the student email accounts active. Scott and Mike have worked diligently to establish 7,842 student accounts for currently enrolled students as well as setting up web account, Home Drives giving students the ability to save documents and transfer documents to their instructors.

The management of these account will be for all current students. If a student has not taken classes for 2 semesters in a row, the account will be disabled and if it goes for 4 semesters; then account will be deleted.

“We had some discussion among Scott, myself and others on how we would handle the accounts and if we would be doing any forwarding of emails for students. The concensus is that if we begin to forward, we would become responsible for it. Our policy will be to give them the account here and a flyer with information on how to forward the email on their own”.

Power Outage

There was a power outage about 2 weeks ago and it lasted for over 14 hours which kept us from coming on campus to do a shut down of all our servers. Happily, Kam announced that with the UPS in place now, there is a 45 minutes to an hour window and servers are categorized as non-critical, intermediate critical and critical; therefore the servers with this new management would begin shut down on their own. So when power went down, all critical were automatically shut down and when there was about 15 minutes left, the immediate critical servers were shut down and with 5 minutes to go, all critical servers went down and we are pleased there were no hard crashes..

It was able to re-route the web server to our corporate server so when users logged onto the website, they did not see a message that said server not found but rather were able to get into MCCs website and receive all the current updates.

Even though we were not on site-the servers were being brought back up.

Another project that has been done is the purchase of a SAN-Storage Area Network where all information can dump into one big server. All dynamic information changes constantly and before all the backups at night and if server crashed after 4 pm. Only the information done the night before was backed up. With this new SAN box a

AUP=Acceptable Use Policy

SFAU=Standards for Acceptable Use Policy

snapshot of information is taken ever 15 minutes and stored in the SAN Box (big server) and all info can be restored as of 3:45 if server goes down at 4 pm, we can. Kam will share some documentation on how this works.

Scott shared the Student Email Account information and demonstrated what Microsoft Outlook looks like. A critical point that will help the student email work for students will be communications. The students will have to know what they have in order to use it. It is important that students remember to use the name they have registered with so it would be firstname.lastname. Initial password would be firstinitial+lastinitial+stuID! Once they change their password there are a couple things they should remember, the password must have 3 of the 4 complexities such as upper case, lower case, number or symbol. The passwords will expire ever 120 days and we chose this because basically a full semester is 120 days. The next semester they have to create new password.

Along with an email account, students will receive a 'H' drive where they can access documents or their information stored from anywhere in the world. Students will need a secure FTP client. If students ask how to get a client just direct them to central helpdesk (1-866-718-5170). Scott said that eventually the webmaster (Julie) can set up a permanent link on home page. Students can change password or if forgot password, there is a link at bottom of page. When students go to the 'change password' page, more information is needed such as social security number, date of birth and this information is pulled from the TIP system for verification. Students at this time can change their password as often as they like right now. Eventually we will incorporate password history. If the student does not put information in correctly, an error message will appear and the errors will change according to what information input is incorrect. Students will not have to guess what they did wrong, they will be told.

Kam informed group that if there is something on the web pages for email that the group thought needing changing to let him know.

Question: Jean asked if when they go to webadvisor, will there be a portal?

Kam: Eventually, we will go with a portal and it will be 'sharepoint' and we will have it in place Fall, 2007.

Kam showed group what the full version looked like on desktop and what the web-version was. When faculty and staff get Outlook and use from home, it will not appear differently. The personality will look the same. Unlike Group Wise where home client looks different.

Question:

Carol: Outlook is notorious for viruses; Will we have something in place to protect?

Kam: I believe we will be okay.

Scott: We have 3 layers out there; Barracuda, McAfee, and Outlook has their a really good junk mail filtering. So if something looks like junk, Outlook will automatically send to junk mail.

With no further questions for Scott, he ended his presentation and welcomed any questions or comments from the group later on.

AUP=Acceptable Use Policy

SFAU=Standards for Acceptable Use Policy

Action Item:

Create temporary account in Outlook for council to play with.

Kam apologizes for not having web report ready but due to his being out of office for a few days and pending projects upon his return, he will have to send out later.

Announcements:

Kam asked council to review the attendance list and to notate whether they wanted to be part of the council in October.

Reiteration of the Strategic Plan study that is starting in October and asked council to try and be part of every other Wednesday from 1-5 or 2-6.

Web Update

Julie: No meeting for the last 2 months. Will have one in September. Will have update at next meeting. One of the features of the new toolkit will be the person doing the webpage can update his or her page and it will go to the webmaster to okay for content and appearance.

Datatel Update

Rosemary announced that after going live last July 1st and users in on July 5th, the finance group has been troubleshooting since then. A lot has been learned from this so it has been a valuable process. The Finance group is also testing R18. On August 26-27, Financials will be in here testing the new release. Training has been in gear for student services (admissions), accounts receivable, and financial aids. As we get more into training, we have learned that the groups involved need to talk more because what happens in student services (Admissions) really does affect what happens in Financial Aid. We will start General Ledger report writing later this month. Budget training will start next month.

Kam: The Admission module will go live end of September. The HR/Payroll module will go live January, 2007. The Student Services will go live in spring 2007. The Datatel does has a module called web advisor which is what Jean was talking about and this is where real time information will be available. A student can go online, register for their class, pay their tuition, and look at their grades. Also Department chairs can go online see the budget, get real time information in the middle of week in case there is a need to make a purchase and to see where they are. For payroll, the check stubs will be available as they are now.

Students can have early registration. We can capture the students in the Spring. The students that were taking classes in the Winter, can register early as April 2007. This will be only on webadvisor. They will not be able to go to the window to register. This will be only be for current student.

AUP=Acceptable Use Policy

SFAU=Standards for Acceptable Use Policy

Question: Will it be by student number? Answer: Yes.

With Datatel we cannot go by student number. It goes by the number of accumulated credit hours. Pam was concerned that she would have to register her students two semesters ahead. Carol asked if students would be dropped for payment. Rosemary said payment would be in August.

Kam stated that the whole point would be to increase numbers by catching those students in Spring.

Carol asked if there would be a waitlist. Kam explained that Colleague does have class list but not program wait list such as what we have for nursing. He said Patricia Werly was on the phone with other colleges getting ideas as to how they are handling this and would have more answers later.

Financial Aid will go live until fall 2007. It will be loaded in but not live until then because of the reporting needing to be done to the state. It was decided to finish the semester before moving over the information. This would eliminate having to get information from here there and all over. We are also in the process of mapping the information. This is a critical part of the operation because one place we may have address code and the other place it may have zip code.

Core Group Update:

Kelly stated that they are in the process now of deciding how to sort out titles and roles. They have already gone through deciding what categories to have for basic data. We are also setting protocols as to who can add individuals, who can add information on organizations and who can change that info. With the present system, we might have Hackley Hospital in the system 3 or 4 times.

Kam said he appreciate everyone sharing their ideas and would ask that all go back to their respected areas and talk to others, find out what they are thinking and share this with the group.

BlackBoard Update:

The Apollo server that housed the enrollment numbers for the semester is no longer available. Faculty could also look at the list which also housed student email address. It would take too much money and time to rebuild the system. So what Scott is doing is uploading the courses on Blackboard Monday, Wednesday and Friday. For all the instructors who don't use Blackboard, OIT will email them a printout. By winter, 2007 we will have a much better system with webadvisor.

Kam announced that Scott, Sue, Teresa, and Kam along with Mark will meet tomorrow, 8/3/06 to discuss fall semester at 10 am. And he welcomed the council to attend to discuss what is needed to be done.

Kam does have a slot 9:30-10 for faculty seminar days. He invited all to email him with any ideas.

AUP=Acceptable Use Policy

SFAU=Standards for Acceptable Use Policy

CTL

The Center for Teaching and Learning is open for business. It will formally be open on 8/24/06. It is a wonderful faculty gift. Sue announced that Dr. Porcaro will be the Instructional Technologist that will be there to help faculty. Sue is excited for the availability to students. She has moved out of the cellar after 27 years. Don Bogema is there.

Kam is also excited to have Mark. Mark will start to schedule professional development for faculty and staff.

Acceptable Use Policy

We have been working on the policy for some time now. We are pretty much set with the AUP. We will basically have a policy for faculty, students/ community members. We will need to work on enforcement for community. Kam stated that he has talked with Tim and they have taken out the Best practices part because this document was geared to what I.T. needs to do. Otherwise it was a good document, just a little outdated because of the technology.

Kam asked what the group wanted to do with the enforcement for faculty?
Dr. Rule has given an extension on the document.

Action Item:

Email Policy and Wireless Policy to be reviewed next meeting.
Community conduct and Best Practices (Document to be created)-Teresa Sturuss

Announcement:

The Board of Trustees has approved the name change to (Council).
Recommendations from this council will now go to the coordinating council.
Every fall the members will select the chair. Next meeting we will decide on chair.

Suggestions:

Tim will be off campus for the fall semester and the suggestion was to invite Harry Brown for Tim Trainor and Rich Brimmer for Alan Hall who retired.

Kam stated that there are a couple of people who have not shown up so he will email them to see if they are still interested in attending. Kam asked group to email him if they wish to be chair next year.

Due to time, meeting was adjourned at 2:40 pm.

AUP=Acceptable Use Policy

SFAU=Standards for Acceptable Use Policy

Invited Participants

ID	Name	Title	Department	Attend ¹
1	Kamlesh Sanghvi	Facilitator	Information Technology	X
2	Becky Evans	Professor	English Dept	X
3	Connie Mundinger	Clerical	Academic Affairs	X
4	Sue Meeuwenberg	Professor	Business Dept	X
5	Alan Hall	Custodial	Facilities	Retired
6	Kelly Conrad	Counselor	Counseling Dept	X
7	Tim Trainor	Professor	Business Dept	A
8	Jim Swineheart Non Voting Member	User Services Manager	Information Technology	A
9	Scott Oneal Non-Voting Member	Network Services Manager	Information Technology	X
10	Nathan King	Student	WS for Information Technology	X
11	Carol Briggs-Erickson	Librarian	Library	X
12	Rosemary Zink	Director of Financial SVCS	Administrative Services	X
13	Pam Brown	Director of Nursing	Nursing Dept	X
14	Patricia A Werly Non Voting Member	Systems Analyst	Information Technology	A
15	Theresa Sturru Non Voting Member	Assoc. V.P. of Academic Affairs	Academic Affairs	A
16	Jean Roberts	Director of Registration and Records	Student Services	X
17	Julie Weller Non-Voting Member	Web Master	Public Information	X
18	Mark Porcaro Guest	Instructional Specialist	Information Technology	A
19	Mary Ann Williams Non-voting-recorder	Office Manager	Information Technology	X
20	Jeff Stipes	Professor	Technology	A

AUP=Acceptable Use Policy
SFAU=Standards for Acceptable Use Policy