

Interim Governance Committee  
Minutes  
July 5, 2006  
1:30 P.M.

The monthly meeting of the Information Technology Interim Governance Council was held on July 5, 2006 in Presidents Conference room with Kamlesh Sanghvi, as facilitator.

\*Please note: Dr. Mark Pocaro took over as Interim facilitator at 2:30 upon Kam's departure to his meeting.

### **Welcome and Summary**

Kam welcomed everyone and apologized that he would have to leave at 2:25 pm because of a conference call at 2:30 pm. He would change the agenda a bit and rather than do the CIO update; would go into the old items and new items. All of the reports are on the website so everyone can review prior and if there are any questions, bring to the committee. He wanted to give everyone an opportunity to participate.

*\*Note: Some had difficulty getting to links to view the Monthly reports from home.*

Kam presented the IT Strategic Planning dateline. \*Dateline is attached to packet handed out. There was a meeting with Dr. Rule, VPs and Christi Seagal of Strategic services who will be facilitating the IT strategic Plan. There are 4 hour sessions scheduled for every Wednesday; 1-5 or 2-6. Kam invited all to participate if they could. On September 10<sup>th</sup> TTNA (teaching with technology needs assessment), an online survey will go out to faculty that teaching with technology and another to staff that will ask questions to find out how in touch they are with technology and the results from this survey will also be used in the Strategic Plan. The survey will be closed on September 30<sup>th</sup>. By October 18<sup>th</sup> we should have results. The Admin survey is not done as of yet. The template has been created and can add more questions. Kam will share this with you.

Kam acknowledged Connie for her taping the minutes.

There being no changes to last month's minutes, July's minutes were accepted. . All agreed. Motioned by: Jean Roberts                      Seconded by: Carol Briggs-Erickson

### **Acceptable Use Policy**

Acceptable Use Policy: Kam distributed the one he had made changes to.  
Reminder: should be submitted to cabinet by end of July and ready for students for Fall semester.

Question: If we don't get this done today, do we want to meet again in 2 weeks or ask for extension.

There was much discussion on the proposed computer policy.

AUP=Acceptable Use Policy

SFAU=Standards for Acceptable Use Policy

Tim: The main document is the Computer Usage document and part of that is the Standards for Acceptable use- another thing would be unacceptable actions and consequences. A fourth thing that came up from library would be the Wireless Policy that could be many levels. This includes the obligations of users especially those bringing in small children and finally the Email usage.

\*Please note the diagram 1-A as the hierarchy for this information.

How much is pertaining to the Computer Usage document? The acceptable use policy would be on the screen and links there for the other documents. There should be a difference between the student document and staff/faculty document. What we do here will reflect in the student handbook. Pam made a good point last meeting; "What are the consequences for misuse of the technology"? Since the student handbook has recently been updated, we must not include any information that is not there. The handbook does address the handling of misconduct for students so all our documents should point to that part in the handbook.

Kam asked if there was anything in place for faculty/staff. There is a faculty handbook (adjunct) and APS does also have a book but not sure how up to date.

Question: How and who is the enforcer if faculty-staff are found an abuser of the policy? Answer: Should be with the vice-president of the area.

Kelly stated that if a staff is told not to use their computer, they may as well be fired.

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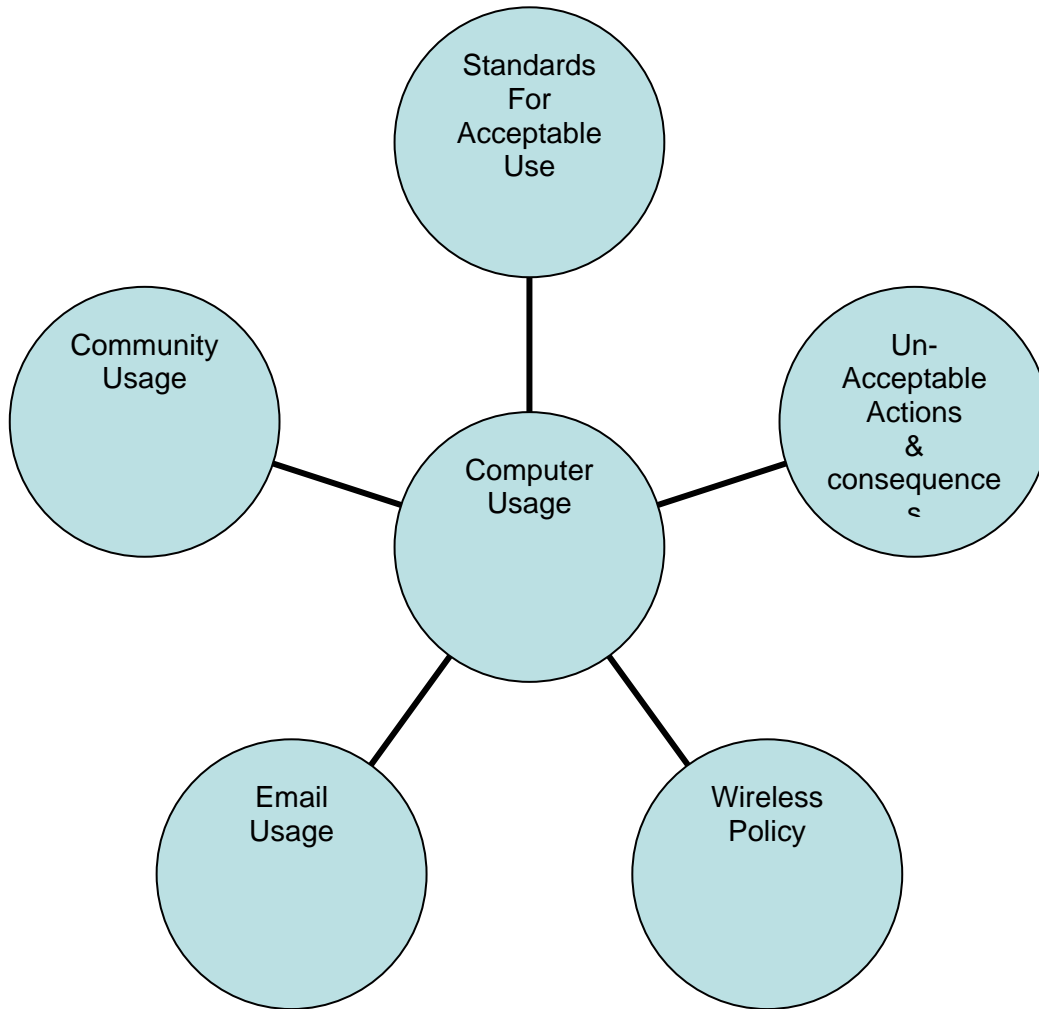


Figure 1-A

Other concerns and questions stemming from the CUP, SFAU, and Email Policy documents were:

What happens at night in the library when someone from the community is found to be mis-using the policy according to the policy?

Should we have a statement on each of the documents that refers specifically to the community user?

These are all well-founded questions and discussion ensued.

Kam: Shouldn't we have a separate paragraph that deals with the community user?

**Enforcement:**

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### Questions:

Who will be the enforcer if the misconduct comes from a community user?  
Should it all refer back to the VP of Academic Affairs or student services?  
What if the offence is so bad that we don't want to give them a second chance?  
What if we need to call the police?

It was agreed to have two documents; one for students/community members and one for faculty. Under this document we will have items listed for community conduct and best practices.

Some of the thoughts that came out of the discussion for the Acceptable Use policy and what or what is not considered misconduct are:

- ❖ Addressing offensive behavior
- ❖ Sharing password
- ❖ What is considered offensive as it relates to dual-enrolled students
- ❖ Example: If a 16 yr old is registered in a class and they are assigned to read certain material that could be offensive by their parents. What is the college's responsibility?
- ❖ Who is responsible for the children who may get into questionable site

### **Action Items:**

It was determined to concentrate now on the student CUP and in the next meeting move further to the Email Policy.

Community conduct and Best Practices (Document to be created)-Teresa Sturuss

### **Email Policy**

Kam: We should state the goal of the document.

At this point, Dr. Mark Pocaro took over facilitating the meeting. The discussion was quite in-depth and included:

How long does student keep login information?  
Do they have to be a registered student?

There were more discussions on re-wording the document and were noted.

Due to time, meeting was ended.

Please note: minutes were recorded by Connie Munding along with hand-written notes taken also by Nathan.

Mary Ann (assigned scribe) thanks Connie and Nathan for their help in her absence.

Minutes respectfully typed by: Mary Ann Williams  
Reviewed by: Kamlesh Sanghvi and Dr. Porcaro

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## Invited Participants

ID	Name	Title	Department	Attend <sup>1</sup>
1	Kamlesh Sanghvi	Facilitator	Information Technology	X
2	Becky Evans	Professor	English Dept	A
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	X
8	Jim Swineheart Non Voting Member	User Services Manager	Information Technology	X
9	Scott Oneal Non-Voting Member	Network Services Manager	Information Technology	A
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	A
14	Patricia A Werly Non Voting Member	Systems Analyst	Information Technology	X
15	Theresa Sturru Non Voting Member	Assoc. V.P. of Academic Affairs	Academic Affairs	X
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	X
19	Mary Ann Williams Non-voting-recorder	Office Manager	Information Technology	A
20	Jeff Stipes	Professor	Technology	A

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