



Technology Committee

October 27, 2008
2:30 pm, Room 1603

MEETING MINUTES

Present: Bob Kratochvil, John Gonder, Jeannine Methe, Steve Gunderson, Pat Pohl, Scott Vigallon, Heidi Ulrech, Angela Stoffregen, Sherman Lindsey, Elizabeth Noyes, Brian Owyong, Andre Hunter, Keith Level, Hermina Sarkis-Kelly, John Williams

1. Review Minutes from September Meeting

The Committee reviewed the minutes from the meeting on September 22, 2008. The following changes were noted: add Keith Level to the list of attendees; change "Instructional Technology" (in agenda item 4a to "Information Technology"); under agenda item 5e, change "ups" to "uninterruptable power supply" and change "in tact" to intact"; in the discussion of Blackboard (in agenda item 6a), change "This will eliminate all of the performance issues..." to read "We hope/expect that this will change the performance issues..."

Motion: To approve the minutes from the September meeting with the noted corrections.

MSC: Pat Pohl/Keith Level

Vote: Unanimously approved

2. Campus IT Reports

a. Information Technology

Steve Gunderson provided an update on IT projects at the College: completing cabling in Building 100, addressing recent issues encountered with growing number of iPhone users on campus, beginning to plan out new lifecycle for LPC equipment (Building 300 is slated to go first), working with District prepping for Dublin Educational Hub.

b. Telecommunications

Heidi Ulrech reported that a new one-year contract (which includes a monthly fee) had been signed for the payphone. She will also be completing an application for a public service phone for campus, and has been working on the Dublin Hub project.

c. Website

Elizabeth Noyes reported that the "soft launch"/preview of the new LPC website will be timed to coincide with the new web portal in November. She also continues to train faculty and staff on Contribute, and will be developing a protocol for posting information on LPC homepage in an emergency/disaster situation. Currently she has access to make changes from work and home, but wants to have an alternate plan in place in case she can't reach either location. The Committee will continue the discussion under agenda item #4 (Emergency Communications).

In response to a question from John Gonder about the continued "slowness" of Blackboard, Scott Vigallon shared that they went to a new data center last month but some performance problems still exist. The issues are apparently on the Blackboard/vendor end.

3. District IT Update

Jeannine Methe, Chief Technology Officer (CTO) for the District, began by following up on some discussions from the last Committee meeting. She reported that the bid for the new IT Building has been approved by the Board of Trustees and will now go on to the construction phase of the project. The facility will include generators that run 24/7, as well as redundant servers and uninterruptable power supplies.

a. Encryption

Also as a follow up to a previous meeting topic, CTO Methe led the Committee in a discussion of encryption in District systems and its protection of data. She noted that CLASS-Web and GroupWise are encrypted (and/or have option for encryption), the new web portal is totally encrypted, and that in Blackboard the log-in is encrypted, but not the data stream. She added that District could put in additional software to encrypt the data stream, but that option wouldn't be implemented until the performance issues had been resolved. It was suggested that the "standard" GroupWise web log-in be removed so that only the "secure" SSL log-in would be offered: it would be seamless to the user without impacting operation, and we would be doing due diligence (as a District) to protect data. CTO Methe stated that initially, when the District began working toward weaning people off use of the standard log-in, they got many responses from faculty and staff who didn't want it to be eliminated. The Committee will take this topic back to Divisions for further discussion, and will share any feedback at the next Technology Committee meeting. The members went on to discuss potential security issues related to grades and sensitive data being posted on Blackboard without encryption, noting that the log-in and password are encrypted and that no one is aware of any breach that Blackboard has experienced to date.

b. Web Portal

Elizabeth Noyes and Scott Vigallon recently participated in a conference call with a subgroup of the core team that is working on public relations communications to provide instructions for those going through the preview of the new web portal. They want to make sure that everyone testing the portal is aware that the preview is not live, and that any information entered is not actually being processed. The preview will not be a live system, but a "video" to solicit input from students, staff, and faculty about what the team has come up with. It will launch on November 19, with the "live" production system planned for Spring 2009. When the web portal does go live, it will have a totally different structure for the log-in and password. The Committee then engaged in a lengthy discussion of parameters for log-ins and passwords.

4. Emergency Communications

Vice President Kratochvil and Rich Butler, Director of Campus Safety and Security, provided an update on discussions around emergency communications at the College, noting that they plan to bring this topic to the Technology Committee several times throughout the year (probably at every other meeting). The Academic Senate recently approved a resolution recommending the installation of an emergency system (with panic buttons) to be implemented in classrooms on campus by January 2009. A similar system is included in Security Master Plan, but we are somewhat behind on implementing all/part of that plan; however the new Fire Alarm System is now being reviewed at the Division of State Architects. Both administrators support the concept behind the Academic Senate's resolution, but agree that it cannot happen in their proposed timeframe. Vice President Kratochvil reviewed the current systems in place (emergency call boxes, classroom phones in Buildings 2400 and 2500, emergency protocols (campus evacuation, etc...) and future plans (e.g. new call boxes with PA system). Last week the administrators participated in a Disaster Preparedness Drill, which deals with the College response to a mock regional emergency). As mentioned under an earlier agenda item during the discussion of posting emergency info to web, we need to develop/solidify ways we communicate during emergencies, both internally (to/from classrooms) and externally (with the community). We currently don't have a television feed as a method of communication on campus, and that could be useful during a disaster (as tv served as a critical source of information during the 1989 earthquake). Steve Gunderson will explore setting up tv feed/hook-up for Building 1600 (which would serve as the emergency operations center in a disaster) and the entire campus. CTO Methe suggested connecting with Andrew Howe who is working on related project onto which we might be able to "piggy-back." Vice President Kratochvil shared that he, Rich Butler, Steve Gunderson, Heidi Ulrech, and others will be working on these issues, looking at the Security Master Plan, and identifying needs on campus. It was suggested that in the interim, until phones are installed

and configured in classrooms, the District/College could explore distributing cell phones for faculty/staff to use in event of emergency.

5. Classroom Standards

John Gonder encouraged the Committee members to discuss classroom standards with their colleagues in Division to increase the knowledge/awareness of the work that has been done to develop them and identify any other specialized needs that may have been overlooked. The Committee talked about what some of the potential questions and concerns might be, such as room layout or available equipment. It was suggested that a group of faculty could meet with Steve Gunderson to discuss their needs and provide feedback. The members will take this item back to their Divisions to ask for interested volunteers.

6. Other

The next meeting will be on Monday, November 24, but the Committee will not meet in December as the scheduled date (12/21) is during finals. The members can explore whether or not there is a need to reschedule it for early December at the November meeting.