

# Advisory Committee for Information Technology

## Meeting Notes

MEETING DATE: 4/16/14

TIME: 9:30-11:00AM

LOCATION: 212 KERR HALL

### ATTENDEES

M. Doyle (co-chair), D. Sonnenberg (co-chair), A. Hesse, A. Belisario, G. Gaither, M. McCue, J. Phillips, J. Roeth, R. Chandler, T. Coddling, B. Duisenberg, S. Hauskins, L. Swan (staff)

### GUESTS

Lisa Bono, Phillip Stark

### **Workstation Replacement [D. Sonnenberg]**

---

What are departments doing in the way of workstation replacement cycles?

- PBSci – watch and replace staff computers with recurring one-time funds (20 replaced at a time on a 4-5 year cycle). Academics take care of themselves.
- SOE – faculty is self-supported
- Arts – support faculty and staff. Allowances are for every 4 years.
- Humanities – on a 4-6 year cycle based on when a machine no longer does its job. Computers get repurposed, i.e. go to lecture pools, then labs. Maintain faculty equipment inventory. Faculty are beginning to write equipment into their grant letters.
- University Relations – keep a central list and notify department directors of current life span.
- Library – public workstations are on a 5-year replacement cycle and staff on a 6-year cycle.
- Undergraduate Division – based on need. Funded out of departments.
- Student Affairs – not consistent across department. Case-by-case basis.

### **BYOD standards, maintenance [D. Sonnenberg]**

---

Personal devices are coming to campus in many different ways. What are best practices? What is/isn't permitted? What is the service level?

- APM – don't/can't support
- CSS – support service, not device
- Social Sciences – don't support personal devices; employee must purchase from the vendor
- Humanities – faculty purchase via research grants
- PBSci – will support any device

### **File sharing [D. Sonnenberg]**

---

How are departments file sharing?

- CSS – some Drop Box, some Google Drive
- PBSci – use Google Docs for collaboration

- 
- University Relations – use Google Drive. Have file server in Data Center that is backed up every night.
  - Humanities – manage access control via DL. Encourage Google Drive.

---

### **How are we using Google Apps? [L. Bono]**

---

Google Apps have been live for over two years with an overall positive campus review. There are monthly drop-in labs at 2300 Delaware and Kerr Hall, assisting people on any type of app, typically Drive, Groups and Sites. An average of 4-8 people attend. Free in-house training by Frank Widman is still offered for staff and faculty.

Lisa sends Google news updates. Over 360 people on campus have signed up to receive those notices.

Lisa published an off-boarding process recently regarding what a department should consider when an employee separates or transfers. Docs don't go away when a person leaves, but we are moving in that direction. Things to consider are if the doc(s) should have a new owner, if a transferred employee should still have access, etc. Lisa reached out to other institutions and none are even thinking about account closures.

---

### **Demo of Matterhorn – lecture capture [P. Stark]**

---

Phillip gave a demo of Matterhorn, an open source system with lecture capture, not just video. It has searchable transcripts and can capture two screens/two devices and do password protection on a class level. System analyzes and detects slide presentations.

Existing tool currently operates in 25 classrooms, available upon faculty request. It is a homegrown system with limited features that has required a lot of patching and now needs replacing. Looking for something robust with minimal staff support and financially scalable. Next steps will be budget estimates.

---

ACTION ITEMS	ASSIGNED TO	DELIVER BY
--------------	-------------	------------

--

**Next meeting: Thursday, May 22 9:30-11AM 212 Kerr Hall**