

**Campus Technology Policy & Planning Council**  
**Meeting of August 29, 2005**  
**1:00 – 2:30 pm**  
**DeGarmo 551**

Present: Beckie Benner, Sara Campbell, Sam Catanzaro, Galen Crow, Dan Hayden, Trish Klass, Jim Moon, Barbara Nourie, Brent Paterson, Beth Schobernd, Mark Walbert, and Shari Zeck

Absent: Jeff Wood

Mark welcomed everyone to the meeting.

**Old Business**

*Passages Updaate August 19-21, 2005*

Mark thanked everyone who worked Passages this year and explained some of the successful changes that were made. Shari asked if we could get a copy of the multimedia presentation. Mark said we would put it on the website where people signed up and send everyone the link. There were a few problems with the iCampus Portal but those were solved.

*Planning for the National Cyber Security Awareness month in October.*

Mark announced that October is National Cyber Security Awareness month and would like to make a concerted effort campus-wide to bring this to the forefront. He will be asking committee members if they can help with various tasks.

*Update on active proposals before the Council*

a. *Classroom Clickers (CTAC)*

Mark distributed a copy of the classroom clickers proposal. There are two groups on campus (e-instruction and turning point). We will be hearing back from them around mid-October.

b. *Wireless Printing (MLB)*

The wireless printing proposal working group has just received a necessary update to the UniPrint software. With that in place they will be able to look at different vendor's solutions. Once in place, this will enable people with laptops to print from Milner Library. The goal is to find a service that could be used campuswide.

*Technology Planning*

Mark distributed an appendix to a report from Rutgers. The full report, *Academic and Administrative Unit Guide to Information Technology at Rutgers*, contains a useful template for technology planning by individual units. He asked everyone to put this in their notebooks and keep it handy for review in the near future.

*Internal Scan*

The group had a discussion regarding questions that can be used for constituent and technical advisory committees to gauge their concerns and hopes for information technology on campus. This feedback would be used when determining the "10" Goals for IT on campus. Galen and

Dan had posted some ideas for discussion questions on the listserv and Mark opened the discussion using those. He pointed out we need to be talking about Information Technology rather than technology in general. Galen went through his list with the group. There was a discussion regarding how we should involve the technology advisory committees. After much discussion, the group decided that we would go to the tech and constituent advisory committees and simply ask for their input on the top ten things we must address in our IT Plan. Those responses of the members of the committee and the responses from their constituents would then come back to the advisory committee for summary. The summaries from each advisory committee would then come back to the Council. Mark will send a letter to the advisory committee members (with a deadline) charge them with the duty of supplying the Council with the top ten concerns on campus for Information Technology. This will enable us to develop a summary of what is important to each group on campus.

### **New Business**

#### *Shared personal calendar research*

Mark distributed a copy of the proposal submission form for this new challenge, which is for the University to save \$25,000 annually and have a shared calendar system used by everyone throughout the campus. This initiative has been requested by the Vice Presidents. There will be two teams to present two different calendaring systems (Exchange and Sun Java). Now we use Meeting Maker throughout most of campus yet the Exchange Calendar is used in a few areas. However, Meeting Maker has become cost prohibitive and our license expires June 30, 2006. Dan, Brent, & Mark have been working on the list of assessment criteria so the research teams will all looking at the same items as they present these two options. Mark agreed to send a list of points we will use to evaluate these calendars to the committee members. In approximately 6 weeks (October 17), the two teams will present at the Council meeting so the Council will then make a recommendation to the Vice Presidents regarding which calendaring system is best. If the new system is in place by January there will be approximately 6 months of training time.

#### *Exchange Server Consolidation Working Group*

There is an exchange server consolidation working group researching consolidating services offered by various exchange servers all over campus. This group will report to the Council when it is ready.

#### *Julian Hall 152 Working Group*

Another working group is looking at how the machine room space in Julian Hall 152 is being utilized. This group will also report to the Council when it is ready.

The meeting was adjourned.

Next Meeting  
September 12, 2005  
DeGarmo 551  
1:00 -2:30 pm

Submitted by Georgia Bailey.