Technology Committee Minutes

Meeting Date: October 23, 2012

12:30 Library L-144

Members Present*:*
Russell Kahn, Chair, Steven Wei (ESM), Larry Dunn (Eng Tech), Bruno Andiramanalimanana (CS), Ibrahim Yucel (CID), Naren Peddibhotla (Business), Paul Schulman (SBS), Jennifer Klimek-Yingling (Nursing)
Student Member Present: Lesther Reynoso, chair of Student Association Technology Committee

Ex-officio, non-voting members Present: Carol Berger, Computer Resource Coordinator,
Kevin Volo, Campus Instructional Technologist, Elizabeth Tolman, Information Services, Pat Healy and Andrew Bellinger nfrastructure

Ex-officio, non-voting members not present:
Zachary Wasielewski, Web Designer

The official mission of the committee as described in the faculty bylaws (p. 12) Section G:
The Technology Committee shall have the following duties and responsibilities: to review and make recommendations with respect to the technological infrastructure, including, but not limited to computing, distance learning, and presentation systems, and policies and procedures associated with the use of technology in the institution's educational program.

---

1. Approval of September minutes.
2. News: Prior to the meeting, we learned that the Provost is taking over supervision of IT and Andrew Bellinger will be taking over for Pat Healy, providing oversight of IT. Mr. Bellinger will assume the role of ex-officio member of the committee from nfrastructure.
3. Beth Tollman explained to the committee that ServiceDesk Software Client inventories software and hardware by reviewing the Windows Registry and Mac Apps on computers owned by the Institute. She explained that the client cannot view files or install software on faculty computers.

4. The committee passed a motion approving use of the Service Desk client based on assurances that it will not impact the privacy of faculty materials. We asked that the implementation be delayed until after we shared the decision with Faculty Assembly, which was done at the Nov. 8 meeting.
5. Beth Tollman noted that the committee may wish to review the Institutional Use Policy.
6. Pat Healy submitted a first pass at an updated acceptable use policy Committee agreed to move forward to review acceptable use.
   Earlier notes regarding concerns about current acceptable use policy:
   1. Access to faculty hardware should be limited to what is required for maintaining university software and hardware and ITS HelpDesk support.
   2. IT services will log all accesses to faculty computers and what was obtained in each instance and faculty can obtain and review those logs.
   3. Installation of software should not be viewed as approval to access any materials that may reside on faculty computers, such as documents, images, or research data, without prior approval from the faculty using those computers.
   4. Assurances that any monitoring with ServiceDesk Plus software, or any other IT software, will not alter the configuration of faculty computers.
   5. Review of all current and future cloud-based services and how they might be dealt with in the acceptable use policy
   6. There was a discussion about how the policy deals with distribution of copyrighted materials

Pat Healy and Andrew Bellinger, Infrastructure

- Explained that lab computer purchasing is being decided by IT based on cycles
- Similarly, purchasing of faculty computers is now decided by IT on a scheduled basis on a standard schedule. A computer purchasing policy is being written and will be shared with the committee.
- Efforts are being made to configure all Institute computer labs so they will be consistent as regards software and access to files.

Meeting adjourned at 1:50 p.m.

Next Meeting Nov. 27th at 12:30 in L-144

- Continued discussion of acceptable use and software/hardware purchasing.