

## **SUNY Polytechnic Institute Technology Committee Meeting Minutes**

**Thursday November 3rd, 2016 12:30 -1:45 p.m.**

**Kunsela A225**

### **The official mission of the committee, as described in the faculty bylaws (p. 12):**

**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.*

**Attendance:** Members present except where noted under "Absent".

### **Technology Committee Department Members:**

Ibrahim Yucel

Marie-Odile Richard

Russ Kahn-Distance Learning Liason

Zhanjie Li

Adam McLain

Scott Spetka

Larry Dunn

### **Ex-officio, non-voting members:**

Andrew Bellinger - Chief Information Officer

Elizabeth Tolman - Information Services

Kevin Volo - Campus Instructional Technologist

Carol Berger - Computer Resource Coordinator

Steve Perta

### **Student Members:**

TBA

### **Absent:**

Ildiko Monahan

## Agenda

1. **October Minutes Approval** (*read and approved*)
2. **Update on Concerns for Email Merger**
3. **Budget Update**
4. **Print station solutions response**
5. **Review of hardware and software procurement procedure**
6. **Request for a survey of faculty hardware/upgrades for outdated equipment**
7. **Monitoring of critical IT infrastructure**
8. **Website Update**

## New Business:

1. **Technology Needs for Committee Meeting and Procedure**
2. **Re-imaging of Computers on campus**

TOPIC	DISCUSSION	ACTION
Concerns for Email merger	<p><b>First point:</b> Will service for Gmail end abruptly? Answer is no, Gmail will continue to be supported for a period of time.</p> <p><b>Second point:</b> Computer Science Department (CSD, hereafter) and others) are concerned about email forwarding ability. CSD uses the “Dognet” server as their primary email server, will they be able to forward emails from here? Will faculty be able to mass-forward Gmail mailbox contents? Andrew’s answer is that forwarding is out of his hands, because it is a legal department decision. State employees have historically gotten into problems by forwarding work emails to private email accounts. Those emails would then make a private employee email account liable for being examined in the case of a legal investigation, etc. Employee personal email accounts would be subject to review under FOIA requests, etc., were work emails forwarded to a private account.</p> <p>Scott and Andrew (and other members) discussed rather or not this was the situation at all SUNY campuses, and the risk involved to employees and the institution. It was stated that forwarding has been allowed for &gt;27 years, so the obvious question is “why isn’t it now?” No one seems to know if there is or was a written policy, and the directive against email forwarding comes from the legal department. This has been policy since</p>	<p>The determination re: email forwarding will need to go to Faculty Assembly (FA) and thence to SUNY Poly Governance (SPG). The Technology Committee (TC) does not have the power to address this without higher-level decisions.</p> <p>A motion was made to ask the FA to define language and work with SPG <b>to adjust the policy with regards to email (This language should be added to the acceptable use policy) to allow forwarding of messages from the server, and also that the mobile devices of faculty will not have their emails wiped remotely (or potentially the entire device’s hard drive).</b></p> <p><b>The motion was carried and</b></p>

	<p>the merger of SUNY IT and the Albany site.</p> <p><b>Third point:</b> Will mobile devices be wiped to a factory reset by the email switch? This concern was brought up by a faculty member in the CSD.</p>	<p><b>passed with no opposition. Dr. Yucel will bring this motion to the Executive Committee.</b></p>
Budget Update	<p>Andrew was not able to collect information with regard to the budget, but he received approval to do so and will have that information at the next TC meeting.</p>	<p><b>We will discuss this budget at the December meeting of the TC.</b></p>
Print Stations Solution Response	<p>A print kiosk area outside the computer labs (items sent to a queue, and IDs used to print items) is favored. This is likely to cut down on a large amount of wasted paper. Students would have the ability to queue up a paper, for instance, and stop by and print it on the way to class.</p>	<p><b>The TC endorses the concept of embarking upon a print solution.</b></p> <p><b>A motion was proposed to this effect, and passed by the TC with no opposition.</b></p>
Review of Hardware and Software Procurement Procedures	<p>Andrew wants to know if the TC would work with ITS to develop a written computer replacement policy for the campus. Beth has a draft version of a policy.</p> <p>Andrew suggests that if a faculty member needs a new piece of computing hardware, the first step is submitting a Helpdesk Ticket (including as much info as possible re: technological needs). ITS then reviews and floats it up through the Dean of the college in question for approval. Faculty who need replacement equipment (to replace old machines, for instance) should not "suffer in silence" (to quote Andrew). IT will help replace old machines. (See the faculty procedure listed to the right under "<b>ACTION</b>").</p> <p>A survey of equipment needs has been carried out in some departments/colleges.</p> <p>Steve suggests that new faculty be briefed on how to request new equipment, and the TC agrees.</p> <p>Will the campus upgrade to Windows 10? Andrew's answer is that this <b>will not be campus-wide</b>. Implementation will be over a period of time, and as requested by faculty etc.</p>	<p><b>Members of the TC will review the draft of the computer replacement policy provided by Beth and discuss moving forward with it at the next meeting.</b></p> <p><b>IT is collecting data on the age of machines on campus, to replace aged computers that are no longer capable of meeting current need.</b></p> <p><b>TC suggests an informal survey of faculty by department to get an idea of what hardware/software faculty needs.</b></p> <p><b>The TC suggests the following course of action for faculty needing a new machine: (1) Speak to the</b></p>

		<b>Dean, and get approval (2) Submit a request to IT for the machine with as much detail as possible to the faculty member's work/research needs via a Helpdesk ticket. (3) This request will be taken up by IT to handle pricing etc., and move forward from there.</b>
Request for a Survey of faculty hardware/upgrades for outdated equipment	This agenda item was covered alongside the one directly above, "Review of Hardware and Software Procurement Procedures"	
Monitoring of critical IT infrastructure	<p>Question: is there a way to monitor critical IT infrastructure? This would include the website, Banner, Blackboard, email services and the like. This would be a kind of Dashboard to monitor functionality of the various services. For example, "is Blackboard down at X time?" This would inform users if the service was down, or if it was just their own machine. People would then know this, without needing to contact the Helpdesk.</p> <p>Listing of services to be included: (1) Email; (2) Domain; (3) Blackboard; (4) Library Databases/research tools; (5) Banner; (6) Dognet (IT does not monitor, they do not have access... CSD would have to monitor this); (7) Print services; (8) File shares; (9) Wireless or internet services; (10) Google Apps.</p>	List will be sent to Andrew to review for future implementation.
Website update		Andrew does not have an update on this, and no one else in the room knows anything about this either. Website will be updated at some point in the future.
October Minutes		Accepted Unanimously.

Meeting adjourned at 1:50 p.m.

Respectfully submitted,

Adam McLain – Secretary

11/3/2016

**Committee Information:**

Our meetings are the first Thursday of every month at 12:30 in Kunsela A225.

Today is November 3<sup>rd</sup>, 2016