

Information Technology Council
Humboldt State University

Meeting Notes for: April 8, 2003, 2:00 to 4:00 P.M.
Location: SBS 405

Members Present: Riley Quarles, Megan McKenzie, Rick Garcia, Katherine Granfield, Toby Walker, Pat Collins, Joan Van Duzer, Mark Hendricks, Dale Sanford, Jeremy Shellhase

Others Present: Bill Cannon (ITS), Tera Mar (as proxy for John Filce), Linda Thompson (Bookstore), Molly Simpson (Recorder)

1. **Approval of the Minutes:** Minutes of the March 11, 2003 meeting were approved as amended.

2. **Report Items:**

Common Software Acquisition Group: Bradley reported that the evaluations on Squirrel Mail and IMP were complete. He stated that the survey results showed that the products were essentially equal. He told the Council that the group is recommending Squirrel Mail based on additional features such as more ability for customization on the user end, more accessible, and more development. A brief discussion on product and survey detail ensued. Bradley made a motion for the Council to forward the group's recommendation to Cannon and the motion was carried (Collins/McKenzie). Bradley stated changes to the group membership noting that Hendricks and Van Duzer had resigned. McKenzie asked to be added as a member of the working group. Quarles reviewed Thompson's announcement (announcement posted on agenda) on Adobe Acrobat 6.0 noting that it was not out yet, but the release has been announced. \$38.00 for the professional version and \$26.00 for the standard version. Also, the Macromedia buy deadline was set for April 25th.

Working Group on Web Access: Quarles announced that Andrea Schwandt-Arbogast from the CDC was a new member of the working group. He noted that Schwandt-Arbogast had built the website and recently created a new document for DreamWeaver specific accessibility issues. This was intended for CDC staff training but will also be on the website as well as the CATS/MERLOT site once the final reviews are complete. Tools in DreamWeaver allow you to check for ADA compliance as you create the pages rather than waiting until the end. He noted that McFarland and Tex have several videos to help with compliance issues. He noted that videos on web accessibility were available for check out at the SDRC. Quarles noted that the group is looking into digitization of the videos and putting them on the WAG and CDC web

sites as examples. Quarles noted that the group would be preparing for the Fall 2003 Awareness Campaign as mandated by the audit. He also noted that the group was currently looking into various server side and client side web checkers with the intent of recommending one for the campus. He also noted that the Fresno campus has a server side checker. Anyone can submit their URL to the Fresno checker. The group will be researching how they developed the checker and how successful it has been. Quarles stated that Van Duzer was in the process of converting the six TIGERS grant modules into a Blackboard course.

3. **Discussion/Action Items:**

Accessibility Audit: Cannon noted that he had met with Carrie Cline, Bob Shulz, Ralph McFarland, and Elizabeth Hans McCrone. Agreement was reached to adopt the IT Council's recommended standards with minor modifications. The same will be done on web accessibility. Links to documentation will be created and these links will be added to the bookmarks that are handed out during faculty orientation and new student orientation. He concluded that general agreement was reached that this was a good process and would comply with requirements to respond to the audit. Standards and documentation to be in place by July 22nd.

Exit Audit: Cannon noted that an exit audit on FISMA (Financial Integrity State Management Act) He told the Council that his expectation was that the campus would now be required to use aging passwords. This would be for ensuring security on Banner and Finance systems. He also noted that PeopleSoft will also require aging passwords. Cannon noted that the student implementation of PeopleSoft would be delayed for at least a year. Cannon noted that with this delay, the campus would need to look at alternatives to using SSNs as identification in Banner.

CMS Audit: Cannon stated that the President reaffirmed his commitment to move forward on Finance and Human Resources. Cannon reviewed current status of the CMS audit and possible effects to the current CSU budget.

Academic Technology Priorities: Cannon reviewed the list of Academic Technology Priorities noting that Smart Classrooms were number one and that wireless was number two. He updated that Council on the status of wireless on Campus. He noted that Ben Curran had been assigned to work on the campus wireless project. He noted that TNS staff have been testing hardware and software for maintaining and managing security systems and are getting close to making a recommendation. Cannon noted that other campuses have suggested using a plug-in access point for wireless so that access can be turned off. Campuses are finding more and more faculty are insisting that the access point be turned off when they are teaching class.

4. **Announcements/New Business:**

Email Filtering: DeRuyter announced changes to email filtering including the implementation of Spam Assassin. Discussion ensued as to developing a list showing what is being filtered and posting the list to a web site.

User Friendly Email: Johnson told the Council that ITS was currently working on creating user friendly email addresses for faculty and staff. First.Last name would be the default and could be changed if desired. He noted that testing of the new email addresses would begin in the next couple weeks.

Gateway: Walker distributed the new Gateway contract information and pricing list.

MS Server Allocations: Camozzi told the Council that media for requested server titles were ready for distribution.

5. Adjournment: 3:55 P.M.