IUPUI
Indiana University–Purdue University Indianapolis

AGENDA

IUPUI Faculty Council Technology Committee

Monday, September 18, 2006

9:00 – 11:00 am, IT 541 Board Room

Guests: *Merri Beth Lavagnino (ITPO) and Stacy Morrone (TLIT)*

1. Call to Order and Introductions (10 min)
2. Review and Approval of the Minutes of the May 1, 2006 Meeting (10 min)
3. Chair's Report (20 min)
4. Updates on IT Policies *(Lavagnino)* (20 min)
5. Teaching and Learning IT *(Morrone)* (30 min)
6. Other Business (15 min)
7. Adjournment

IUPUI
Indiana University–Purdue University Indianapolis

AGENDA

IUPUI Faculty Council Technology Committee

Monday, October 16, 2006

9:00 – 11:00 am, IT 541 Board Room

Guests: *Stacy Morrone (TLIT), Rick Jackson (UITS)*

1. Call to Order		(5 min)
2. Approval of September 18, 2006 Meeting Minutes		(10 min)
3. Chair's Report		(10 min)
4. Measures for Management of Spam E-mails *(Jackson)*		(25 min)
5. Update on Oncourse CL Priorities (*Morrone*)		(25 min)
6. Other Business		(10 min)
7. Adjournment		

Meeting dates for fall 2006: Sept. 18, Oct. 16, Nov. 13, Dec. 4. All on Monday, 9:00 – 11:00 am in IT 541.

IUPUI
Indiana University–Purdue University Indianapolis

AGENDA

IUPUI Faculty Council Technology Committee

Monday, November 13, 2006

9:00 – 11:00 am, IT 541 Board Room

Guest: *Mark Bruhn (AVP for Telecommunications)*

1. Call to Order
2. Approval of October 16, 2006 Meeting Minutes   (10 min)
3. Chair's Report   (10 min)
4. Proposal from 'Heavy Users of Oncourse' (*Freeman*)   (15 min)
5. Response to Spam Management Measures *(Bruhn)*   (20 min)
6. Student E-mail Services (*Bruhn*)   (20 min)
7. Network Update (*Bruhn*)   (20 min)
8. Other Business   (10 min)
9. Adjournment

Meeting dates for fall 2006: Sept. 18, Oct. 16, Nov. 13, Dec. 4. All on Monday, 9:00 – 11:00 am in IT 541.

IUPUI
Indiana University–Purdue University Indianapolis

AGENDA

IUPUI Faculty Council Technology Committee

Monday, December 4, 2006

9:00 – 11:00 am, IT 541 Board Room

Guests: *Eric Cosens (ITPO), Merri Beth Lavagnino (ITPO), Stacy Morrone (TLIT)*

1. Call to Order
2. Approval of the Minutes of November 13, 2006 Meeting   (10 min)
3. Chair's Report   (10 min)
4. Update on IT Policy Projects (*Lavagnino*)   (25 min)
5. ePortfolio (*Morrone*)   (20 min)
6. Oncourse CL (*Morrone*)   (15 min)
7. Other Business   (10 min)
8. Adjournment

Meeting dates for fall 2006: Sept. 18, Oct. 16, Nov. 13, Dec. 4. All on Monday, 9:00 – 11:00 am in IT 541.

IUPUI
Indiana University–Purdue University Indianapolis

AGENDA

IUPUI Faculty Council Technology Committee

Monday, January 22, 2007

9:00 – 11:00 am, IT 541 Board Room

Guests: *Merri Beth Lavagnino (ITPO), Stacy Morrone (TLIT)*

1. Call to Order
2. Approval of the Agenda   (5 min)
3. Approval of the Minutes of December 4, 2006 Meeting   (10 min)
4. Chair's Report   (10 min)
5. Update on Oncourse CL (*Morrone*)   (20 min)
6. Revised Proposal from 'Oncourse Users' (*Freeman*)   (30 min)
7. Other Business   (10 min)
8. Adjournment

Meeting Dates For Spring 2007:
- January 22
- February 12
- March 26
- April 9
- May 7

All on Monday, 9:00 – 11:00 am in IT 541.

IUPUI

AGENDA

IUPUI Faculty Council Technology Committee

Monday, February 12, 2007

9:00 – 11:00 am, IT 541 Board Room

Guests: Mark Bruhn (Telecommunications), Eric Cosens (ITPO), Stacy Morrone (TLIT), Craig Stewart (Research Computing)

1. Call to Order
2. Approval of the Agenda (5 min)
3. Approval of the Minutes of January 22, 2007 Meeting (5 min)
4. Chair's Report (10 min)
5. Research Computing at IU (*Stewart*) (25 min)
6. Student Email options; School/Department Business Continuity and Disaster Recovery Planning *(Bruhn)* (25 min)
7. Update on Policy IT-07 (*Cosens*) (25 min)
8. Update on Oncourse CL (*Morrone*) (25 min)
9. Other Business (5 min)
10. Adjournment

Meeting Dates For Spring 2007:
- January 22
- February 12
- March 26
- April 9
- May 7

All on Monday, 9:00 – 11:00 am in IT 541.

IUPUI
Indiana University-Purdue University Indianapolis

AGENDA

IUPUI Faculty Council Technology Committee

Monday, March 26, 2007

9:00 – 11:00 am, IT 541 Board Room

Guests: Eric Cosens (ITPSO), Merri Beth Lavagnino (ITPSO), David Lewis (Univ. Library), Stacy Morrone (TLIT)

1. Call to Order
2. Approval of the Agenda   (5 min)
3. Approval of the Minutes of February 12, 2007 Meeting   (10min)
4. Chair's Report   (10 min)
5. Electronic Publishing (*Lewis*)   (25 min)
6. Discussion of Feedback on Policy IT-07 (*Cosens*)   (25 min)
7. Advisory Board Proposal *(Elmore and Morrone)*   (30 min)
8. Other Business   (10 min)
9. Adjournment

Meeting Dates For Spring 2007:
- January 22
- February 12
- March 26
- April 9
- May 7

All on Monday, 9:00 – 11:00 am in IT 541.

AGENDA

IUPUI Faculty Council Technology Committee

Monday, April 9, 2007

9:00 – 11:00 am, IT 541 Board Room

Guest: Stacy Morrone (TLIT)

1. Call to Order
2. Approval of the Agenda   (5 min)
3. Approval of the Minutes of March 26, 2007 Meeting   (10min)
4. Chair's Report   (15 min)
5. Report on Oncourse CL *(Morrone)*   *(15 min)*
6. A New Proposal *(Elmore and Morrone)*   (30 min)
7. Other Business   (10 min)
8. Adjournment

Meeting Dates For Spring 2007:
- January 22
- February 12
- March 26
- April 9
- May 7

All on Monday, 9:00 – 11:00 am in IT 541.

IUPUI

AGENDA

IUPUI Faculty Council Technology Committee

Monday, May 7, 2007

9:00 – 11:00 am, IT 541 Board Room

Guest: Stacy Morrone (TLIT)

1. Call to Order
2. Approval of the Agenda   (5 min)
3. Approval of the Minutes of April 9, 2007 Meeting   (10min)
4. Chair's Report   (15 min)
5. Organizational Changes in the OVP for IT *(Elmore)*   (15 min)
6. Steering Committee Proposal *(Elmore and Morrone)*   (40 min)
7. Next Year   (10 min)
8. Other Business   (10 min)
9. Adjournment

Meeting Dates for Spring 2007:
- January 22
- February 12
- March 26
- April 9
- May 7

All on Monday, 9:00 – 11:00 am in IT 541.

IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE
September 18, 2006

Minutes

Members Present: Hasan Akay, Julie Freeman, Giles Hoyt, Bang Hwang, Josette Jones, Suk-Hee Lee, Malika Mahoui, James Morgan, Rachel Nardo, Deborah Stiffler, Sharon Stoten, Robert Vernon, Theresa A. Walsh (meeting recorder).

Guests: Merri Beth Lavagnino, Chief IT Policy Officer, Indiana University, Anastasia Morrone, Associate Dean, Teaching and Learning Information Technologies.

Agenda

1. The meeting was called to order at 9:00 a.m. Introductions were made. The agenda was reviewed. Robert Vernon moved and Giles Hoyt seconded that the agenda be approved. All were in favor.

2. The minutes of May 1, 2006 were reviewed. Robert Vernon moved and Sharon Stoten seconded that the minutes be approved. All were in favor.

3. Chair's Report. This committee provides an advisory role to all IT-related functions on the IUPUI campus. UITS officers attend and provide information. The annual report which details the major activities of the past year was reviewed. Some possible topics for this year are policy and standard practice updates, lifecycle funding review, Oncourse transition, ePortfolio developments, classroom technology, and podcasting. The chair will meet with the IUPUI Faculty Council Executive Committee and will receive information from them about what is important for this committee for this year.

4. Updates on IT Policies. Merri Beth Lavagnino updated the committee on IT policies. Over the last 2 years, the IT Policy Office has been working on 7 policies with this committee. After May 1, 2006, 4 policies were sent to the Vice President for Information Technology and were approved. IT 07, IT 21 and IT 22 still need work. The IT Policy Office plans to redo the Computer Users' Privileges and Responsibilities. The Chair said that this committee has a procedure whereby policies are assigned to 2 members who prepare a report which is discussed at the committee meeting.

5. Teaching and Learning IT. Anastasia Morrone reviewed the program for the 11th annual Statewide IT Conference which met September 7 – 8, 2006. It was a significant departure from previous conferences. The conference theme challenged us to think critically about IT services and support. How can we move from very good to excellent? How can we create user delight? Among other sessions there was a faculty panel that reflected on their needs for IT. Podcasts, vidcasts and PowerPoints of the conference sessions are available on the conference Web site at http://www.statewideit.iu.edu. There will be a follow-up survey about the conference to provide us with feedback.

   Oncourse. There was a big jump in usage of Oncourse CL from Spring and Summer 2006 to Fall 2006. There are now more users in Oncourse CL than in original Oncourse. In Fall 2005, 71% of courses were using original Oncourse, and 29% were using Oncourse CL. In Fall 2006, 40% of courses are using original Oncourse and 60% are using Oncourse CL. New faculty and moderate users are moving over to Oncourse CL. The heavy users are not moving

yet. There will be a minor release in December 2006 and a major release in May 2007, based on the Sakai schedule. The Oncourse Priorities Committee retreat on September 14th voted on the most important of the 46 Functional Requirements Committee recommendations for Oncourse CL.

6. Other Business. The IUPUI Faculty Council Technology Committee has an Oncourse CL site (*FC Tech Committee* at http://oncourse.iu.edu). The Chair will add the new members of the committee to the roster. Follow-up items are how to control spam email, Oncourse CL and policy review activities. The Chair will inform the committee of other agenda items.

7. Adjournment. The meeting adjourned at 11:10 a.m.

Prepared by: Theresa Walsh and Hasan Akay.

IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE
October 16, 2006

Minutes

Members Present: Hasan Akay, Garland Elmore (administrative liaison), Julie Freeman, Giles Hoyt, Bang Hwang, Josette Jones, Timothy Koponen, Joan Kowolik, Malika Mahoui, James Morgan, Rachel Nardo, Margaret Richwine, Deborah Stiffler, Sharon Stoten, Theresa A. Walsh (meeting recorder).

Guests: Rick Jackson, Manager, Messaging Systems, University Information Technology Services; Merri Beth Lavagnino, Chief IT Policy Officer, Indiana University; Anastasia Morrone, Associate Dean, Teaching and Learning Information Technologies.

Agenda

1. The meeting was called to order at 9:00 a.m. Introductions were made. The agenda was reviewed. It was moved, seconded and unanimously approved.

2. The minutes of September 18, 2006 were reviewed. It was moved, seconded and unanimously approved.

3. *Chair's Report.* The chair was not able to meet with the Faculty Council Executive Committee. The main agenda for this committee is to get feedback from faculty and students regarding information technology policies and services important to faculty. The committee works with UITS to achieve its goals. Additional topics suggested for this year include: ePortfolio; voice over internet protocol (VOIP); the good resources available, e.g. the Knowledge Base; and the Falcon Tracking System. Other suggestions included storage strategy for research, mail and personal use.

4. *Measures for Management of Spam E-mails.* Rick Jackson provided information on spam email. Spam is unsolicited commercial mass email. Spam has gotten worse; spammers are more aggressive and are harder to detect. Approximately 70% of all inbound mail to IU is spam. Inbound spam has been reduced with a blocking service. About 4 years ago, an anti-spam quarantine service was started and about 15,000 opted-in. There are about 180,000 active email accounts at IU. On October 17, UITS is initiating a new service which has been activated on all central email accounts. Spam messages will go directly into a designated folder in email accounts. For Cyrus or Webmail users, the folder will be named "Spam;" for Exchange (Outlook) users, the folder will be named "Junk E-mail." To opt out, users may remove the spam folder or rename it. This new filter will automatically affect all email accounts – users won't have to do anything to enable it. As opposed to the old filter, immediate access to quarantined messages will be provided in the Spam or Junk E-mail folder. Any message can easily be moved to another folder. Monitor the Spam or Junk E-mail folder frequently, because any messages more than five days old will be deleted. The relatively short "grace period" is required to deal aggressively with the magnitude of spam stored on university servers. The negative impact on university resources has been substantial. To learn more about the improvements to the IU spam quarantine service, see http://kb.iu.edu/data/spam.html or contact the UITS Support Center at ithelp@iu.edu .

5. *Update on Oncourse CL Priorities.* Anastasia Morrone provided an update on Oncourse CL. There will be a new release of Oncourse CL on December 28, 2006. The list of enhancements provided at the meeting is available in Resources in the IUPUI Faculty Council Technology Committee project site. Information on the Oncourse enhancement and development process and the list of members on the Oncourse Priorities Committee is available at https://oncourse.iu.edu/access/content/user/ocadmin/developmentcl.htm . The major areas that will be in the 12-28-06 release include providing export-import capabilities from CL site to CL site, gradebook, message center and sectioning enhancements.

6. *Other Business.* None.

7. *Adjournment.* The meeting adjourned at 11:00 a.m.

Next Meeting: Monday, November 13, 2006, 9:00 – 11:00 a.m., IT 541

Prepared by: Theresa Walsh and Hasan Akay.

IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE
November 13, 2006

Minutes

Members Present: Hasan Akay, Garland Elmore (administrative liaison), Julie Freeman, Giles Hoyt, George Hull, Suk-Hee Lee, John McGrew, James Morgan, Margaret Richwine, Robert Vernon, Theresa A. Walsh (meeting recorder).

Guests: Mark Bruhn, Associate Vice President, Office of the Vice President for Information Technology, Telecommunications.

Agenda

1. The meeting was called to order at 9:00 a.m. Introductions were made. The agenda was reviewed. It was moved, seconded and unanimously approved.

2. The minutes of October 16, 2006 were reviewed. It was moved, seconded and unanimously approved.

3. *Chair's Report.* George Hull is a new member from the Herron School of Art.

4. *Proposal from 'Heavy Users of Oncourse'.* A proposal was submitted to the IUPUI Faculty Council Technology Committee by Brian McDonald, Julie Freeman, and Jennifer Cochrane on behalf of a group of advanced Oncourse users from the Schools of Education, Engineering and Technology, Liberal Arts, and Nursing. The proposal focuses on the need for faculty input in the next major course management system changes. The discussion considered how to address the proposal as Oncourse CL is a university-wide process and involves other campuses. It was suggested that the Oncourse Priorities Committee could meet some of the objectives outlined. The Oncourse Priorities Committee can be used as a model as the group works towards a common objective to serve faculty needs and improve faculty participation in the decision process. It was agreed that Julie Freeman, Stacy Morrone, and Garland Elmore will further review this proposal and propose how to proceed with it.

5. *Response to Spam Management Measures.* Spam is getting past the filtering scheme and filling up disk. All messages identified as spam go to the junk email folder and are deleted after five calendar days. Mark Bruhn will send a spam summary to the chair that can be disseminated to faculty.

6. *Student E-mail Services.* 30% to 40% of IU students forward their IU email account to another service. There are 98,000 IU students and about 150,000 student email accounts. The issue now is whether IU should get out of student email accounts completely. Conversations are starting up; faculty will be involved in the conversations.

7. *Network Update.* Maps of the I-Light Optical System Footprint and the I-Light System with College and University Locations were distributed. See copies of these at http://www.ilight.net/diagrams.php . I-Light is the higher education network in Indiana. The nodes are as close to as many universities and colleges as possible. The nodes must be in urban areas. The Northern ring is lit. The West Central ring will be lit in the next couple of days. The South Central ring will be lit in the next couple of weeks. The two legs to the

Southeast and Southwest will be lit by February 2007. Universities and colleges which are not close to fiber will continue to buy networks. IU regional campuses will see tremendous increases in capacity and better connectivity.

8. *Other Business.* The chair will communicate with the Bloomington Faculty Council Technology Committee to talk about some of the things the IUPUI committee is doing.

9. *Adjournment.* The meeting adjourned at 10:55 a.m.

Next Meeting: Monday, December 4, 2006, 9:00 – 11:00 a.m., IT 541

Prepared by: Theresa Walsh and Hasan Akay.

IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE
December 4, 2006

Minutes

Members Present: Hasan Akay, Julie Freeman, Giles Hoyt, Josette Jones, Timothy Koponen, Joan Kowolik, Malika Mahoui, John McGrew, Rachel Nardo, Margaret Richwine, Deborah Stiffler, Robert Vernon, Theresa A. Walsh (meeting recorder).

Guests: Eric Cosens, Deputy IT Policy Officer, Indiana University; Merri Beth Lavagnino, Chief IT Policy Officer, Indiana University; Anastasia Morrone, Associate Dean, Teaching and Learning Information Technologies.

Agenda

1. *Call to Order.* The meeting was called to order at 9:00 a.m. Introductions were made.

2. *Approval of the Agenda.* The agenda was reviewed. It was moved, seconded and unanimously approved.

3. *Approval of the Minutes.* The minutes of November 13, 2006 were reviewed. It was moved, seconded and unanimously approved.

4. *Chair's Report.* The spring 2007 meeting schedule is January 22, February 12, March 26, April 9, and May 7. All meetings are on Monday, 9:00 – 11:00 a.m. in IT 541. Chair Akay has been in communication with Dennis Groth, the chair of the Technology Policy Committee in Bloomington. They received some information from UITS about a Web content management system that is considered to be implemented to help departments/units maintain their Web sites with less work. Our committee showed interest in receiving information on this system next semester. About 70% of all active courses are in Oncourse CL at Bloomington and it seems like moving to Oncourse CL from Oncourse Classic is less of a concern in Bloomington than in Indianapolis. Perhaps this is because many more online courses are offered via Oncourse at IUPUI. The Bloomington committee reviewed also the music file sharing system and how it relates to UITS. They are subscribed to Ruckus. The IU student council is paying the fee for use of space in the machine room. The vendor manages the machine.

5. *Update on IT Policy Projects.* Merri Beth Lavagnino, Chief IT Policy Officer introduced the new Deputy IT Policy Officer, Eric Cosens. He has just started with the IT Policy office this month and has been with the university for 8 years in IT Audit. The IT Policy Office is responsible for institutional policies university-wide. A handout was provided entitled "Policy Administration Process Summary" (see http://itpo.iu.edu/policies/process.html). Under section 2, Policy Process, 10 major steps are listed. Suggestions about policy, feedback and input from the stakeholders are encouraged. Discussion followed regarding how many policies could be reviewed in a given year without reaching overload with the stakeholders. Chair Akay said 6 policies a year are reasonable. Policies are on the Web site at http://itpo.iu.edu/policies/.

6. *ePortfolio.* ePortfolio is a tool that is part of Oncourse CL. There has been considerable work done recently to determine IUPUI's development priorities for the ePortfolio. Stacy Morrone

and her colleagues have been meeting with the Open Source Portfolio (OSP) community to establish the priorities for the 2.4 release in May 2007. The 2.3 release on December 31 will provide some important enhancements and provide access to ePortfolio sites from a separate url. The 2.4 release in May will have many more features that will help to address usability problems that are currently a barrier to widespread adoption of the tool.

7. *Oncourse CL.* The 2.3 release of Oncourse CL is scheduled for December 31, 2006. The Oncourse Priorities committee will meet again in January to set the development priorities for the May 2007 release. In addition, original Oncourse will be extended through summer 2007. The Center for Teaching and Learning has a wide range of services available to faculty to assist them in moving to Oncourse CL. A readiness survey is also available at http://oncourse.iu.edu: click on the "Training & Support" link on the left side, and then click on the "Which Oncourse for your course?" link. There are tutorials, "The least you need to know (for instructors)" documents and a complete set of training materials that are available from the "Training & Support" link.

8. *Other Business.* Let Chair Akay know if you have any suggestions or ideas on how to run this meeting or other guests to invite. One of our guests will be the associate vice president for Research Computing next semester. Giles Hoyt suggested that the committee should perhaps communicate with the library regarding recent developments in electronic publishing area. Akay promised that he will speak with David Lewis, the Dean of Library.

9. *Adjournment.* The meeting adjourned at 10:45 a.m.

Next Meeting: Monday, January 22, 2006, 9:00 – 11:00 a.m., IT 541

Prepared by: Theresa Walsh and Hasan Akay.

IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE
January 22, 2007

Minutes

Members Present: Hasan Akay (chair), Barbara Christe, Garland Elmore (administrative liaison), Julie Freeman, Giles Hoyt, Gregory Hull, Bang Hwang, Josette Jones, Timothy Koponen, Joan Kowolik, Malika Mahoui, John McGrew, James Morgan, Rachel Nardo, Margaret Richwine, Deborah Stiffler, Sharon Stoten, Robert Vernon, Theresa A. Walsh (meeting recorder).

Guest: Anastasia Morrone, Associate Dean, Teaching and Learning Information Technologies.

Agenda

1. *Call to Order.* The meeting was called to order at 9:05 a.m. Barbara Christe, Engineering and Technology, was welcomed as a new member of the committee.

2. *Approval of the Agenda.* The agenda was reviewed. It was moved, seconded and unanimously approved.

3. *Approval of the Minutes.* The minutes of December 4, 2006 were reviewed. It was moved, seconded and unanimously approved.

4. *Chair's Report.* Hasan Akay provided background and previewed today's topics: Stacy Morrone will give an overview of Oncourse. Julie Freeman will present a proposal from an ad hoc group of Oncourse users.

5. *Update on Oncourse CL.* Stacy Morrone distributed a list of the development priorities for the May 2.4 release that were endorsed by the Oncourse Priorities Committee (OPC) which met January 19, 2007. She also distributed the Report and Recommendations from the Oncourse Functional Requirements Committee (FRC) submitted January 15, 2007. She explained that the FRC makes recommendations but the OPC makes the final decisions regarding priorities. The May release is critical because it is linked to the retirement of original Oncourse. The OPC will make a decision about whether the goal of comparability between original Oncourse and Oncourse CL has been achieved. Chair Hasan Akay suggested that faculty take the information from the OPC and FRC to their units. There was a question about how Sakai compares to Moodle. Stacy said that the web page link, http://bugs.sakaiproject.org/confluence/display/ENC/Sakai+and+Moodle , provides information on differences between Sakai and Moodle as they relate to the needs of each institution. The discussion provides a good sampling of the issues that different institutions face as they make the decision to move to an open source environment.

6. *Revised Proposal from 'Oncourse Users'.* Julie Freeman presented the "Proposal for Faculty Approval of Technological Teaching and Learning Tools and Systems." She acknowledged that current strategies are effective with the Oncourse Priorities Committee (OPC) and Functional Requirements Committee (FRC), but she described the difficulty several faculty experienced in making the transition from original Oncourse to Oncourse CL. The way the transition to Oncourse CL was implemented has been frustrating and it negatively impacted many faculty. These faculty have been frustrated primarily because they believe they were encouraged to switch to a course management system before it was ready. She provided examples of how Oncourse CL lacks needed or desired features. She explained that the group

of faculty she represents wants to be involved before a similar change to a system is rolled out. They want to share in the decision-making and help guide the future directions of the course management system. She explained that she is requesting this proposal be endorsed by the IUPUI Faculty Council Technology Committee and forwarded to the full Faculty Council. Discussion followed.

Garland Elmore asked if he could comment on certain aspects of the draft proposal. He said that he was concerned that the Preamble misrepresented the commitment UITS had made to faculty involvement and support. For example, he said that $14 million has been invested since 1997 in creating the centers for teaching and learning which have about 12,000 contacts with faculty each year. The Oncourse suggestion box receives 865 suggestions a year. The Suggestions Analysis Team reviews user input and passes the suggestions on to the FRC which considers the suggestions to describe needs for enhancements, new features and additional tools. The FRC works closely with the OPC and the Oncourse development team to define specific functional requirements to meet those needs. The OPC advises the associate vice presidents for Teaching and Learning Information Technologies and University Information Systems about priorities for developing enhancements and providing new features and tools in Oncourse. Additionally, he said there are more than 20,000 Oncourse contacts to the support center each year which are considered in making enhancements and identifying problems.

Oncourse original was developed at IU with desktop tools. As it was moved to an enterprise with 90,000 users, Oncourse original could not be sustained. Garland also explained the role of the UITS leadership team in developing Sakai in partnership with Stanford, MIT and Michigan. He explained that the IU requirements for Sakai were to replicate the capability of original Oncourse. Although all these capabilities were not included in the first releases, that remains the goal. Now there are 100 educational partners and 15 commercial affiliates. He handed out an overview of the Sakai Project partners.

Chair Akay suggested that the proposal needs to be written to ensure faculty involvement and it needs to include how to handle future collaboration. Robert Vernon moved that the Technology Committee forwards the "Proposal" and an amended "Preamble" as a recommendation for guiding the consideration and adoption of technologies that impact teaching, acknowledging that the current trends have been very productive. Stacy Morrone as the liaison will work with Julie Freeman, Robert Vernon, Giles Hoyt and Rachel Nardo to produce the final draft. Before the next meeting on February 12, this group will send the proposal changes to the whole group via email. It is proposed that a revised version of this proposal be amended by the subcommittee, be prepared and submitted for approval from this body. All agreed.

7. *Other Business.* None.

8. *Adjournment.* The meeting adjourned at 11:06 a.m.

Next Meeting: Monday, February 12, 2006, 9:00 – 11:00 a.m., IT 541.

Prepared by: Theresa Walsh and Hasan Akay.

IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE
February 12, 2007

Minutes

Members Present: Hasan Akay (chair), Barbara Christe, Garland Elmore (administrative liaison), Giles Hoyt, Josette Jones, Suk-Hee Lee, John McGrew, James Morgan, Rachel Nardo, Deborah Stiffler, Sharon Stoten, Robert Vernon, Theresa Walsh (meeting recorder).

Guests: Mark Bruhn, Associate Vice President for Telecommunications, Office of the Vice President for Information Technology, Indiana University; Eric Cosens, Deputy IT Policy Officer, Indiana University; Merri Beth Lavagnino, Chief IT Policy Officer, Indiana University; Anastasia Morrone, Associate Dean, Teaching and Learning Information Technologies, Indiana University; Craig Stewart, Associate Vice President for Research Computing, Office of the Vice President for Information Technology, Indiana University.

Agenda

1. *Call to Order.* The meeting was called to order at 9:03 a.m. Chair Hasan Akay distributed the agenda with attachments of the draft January 22, 2007 minutes, the revised "Proposal for Faculty Approval of Technological Teaching and Learning Tools and Systems", and the "Policy Review Reporting Form".

2. *Approval of the Agenda.* The agenda was reviewed. It was moved, seconded and unanimously approved.

3. *Approval of the Minutes.* The minutes of January 22, 2007 were reviewed. It was moved, seconded and unanimously approved.

4. *Chair's Report.* Hasan Akay said the "Proposal for Faculty Approval of Technological Teaching and Learning Tools and Systems" had been amended by the subcommittee and was submitted for action by this body. Hasan Akay sent the approved revised proposal to the IUPUI Faculty Council President Bart Ng. A meeting on this topic has been scheduled with President Bart Ng and the IUPUI Faculty Council Executive Committee, Hasan Akay, Garland Elmore and Stacy Morrone. Hasan Akay provided background and previewed today's topics: Craig Stewart will describe Research Computing services available to faculty at IU. Mark Bruhn will present information on student email options and talk about school/department business continuity and disaster recovery planning. Eric Cosens will provide an update on Policy IT-07. Stacy Morrone will give an update on Oncourse CL.

5. *Research Computing at IU.* Craig Stewart provided an overview on Research Computing. The Research Computing division focuses on computation and collaborations. Research Computing is based on both the IUPUI and the IUB campuses. Supercomputers and storage facilities are housed on both campuses. With the expansion of the Big Red supercomputer, Indiana University and Purdue University will jointly own an IBM cluster. Another partnership opportunity is with IBM. IU is leasing space to IBM on the 4th floor of the Informatics and Communications Technology Complex for the IBM Future Technology Solution Development Center. This is the beginning of a long-term presence of IBM on the IUPUI campus. Craig Stewart said that the Research Computing division is recognized nationally. The goal is to develop a high level of staff and to have one director, a Ph.D., on both the IUPUI and the IUB campuses. Craig Stewart said he would be happy to talk to individual schools about available services, bringing technical staff and providing tutorials. Craig Stewart may be reached at stewart@iu.edu.

6. *Student Email options; School/Department Business Continuity and Disaster Recovery Planning.* As a follow-up to a previous committee meeting, Theresa Walsh distributed a handout on spam email which may be distributed to faculty and is available on this committee's project site. Mark Bruhn said that student email is evolving fairly quickly and this is one of the reasons why IU is looking at student email options. Five options are being considered: 1) Continue to do what is currently being done which is assign a network ID and email accounts; 2) Continue to do what is currently being done and provide outside alternatives such as Google Apps and Microsoft Live; 3) Provide no IU-hosted email to students unless special needs are present; the vast majority of students would use outside providers such as Google Apps or Microsoft Live; 4) Outsource student email completely with no provision for IU-hosted email for students at all; 5) Do not do anything with student email at all and expect the student to have an outside email account. In any option chosen, it is highly likely that we will still provide a forwarding service so that mailings from faculty (for example) to students can be sent to the traditional campus domain, and the email will be forwarded to whatever account name (internal or external) has been collected for that student. Mark Bruhn will visit with this committee and others as they go forward. Input about student email options will be collected from various groups such as the Technology Deans, Technology Managers, the school technical committees and student forums. There was not enough time to discuss the disaster recovery and business continuity planning topic. A workshop is planned on March 5th for the Technology Deans and Technology Managers focusing on things that schools and departments can do and what UITS can provide.

7. *Update on Policy IT-07.* Eric Cosens distributed copies of interim Policy IT-07, Privacy of Electronic Information and Information Technology Resources. Merri Beth Lavagnino and Eric Cosens requested the committee's feedback on this policy within 30 days. The IT Policy Office has worked closely with university counsel on this policy. Most of the changes to this policy are in the Procedure Reference section. Merri Beth Lavagnino asked "Does this policy set an unreasonable expectation of privacy?" Merri Beth will forward to Chair Hasan Akay Tom Gannon's email about privacy. Eric Cosens will send to Chair Akay an electronic copy of Policy IT-07. Chair Akay asked that everyone review the policy and fill out the "Policy Review Reporting Form" [attached to the agenda] and submit the form to him one week before the next committee meeting on March 26.

8. *Update on Oncourse CL.* Stacy Morrone provided a brief update on the development priorities for the May 2.4 release. Two items have been removed from the list that was distributed at the January 22 meeting of this committee: the ability to drop a low grade (or high grade) in Gradebook, and the ability to leave separate rosters when combining sections into one site in sectioning. Stacy will have more detail next month on the implementation plan. There is a tool to export from Oncourse original to Oncourse CL. The following question was asked: "When exporting a file, should it be XML or ASP?" When exporting course content from original Oncourse for import into a course in Oncourse CL, the file should be a .zip file. When exporting course content from one original Oncourse class to another original Oncourse class, the file should be a .asp file.

9. *Other Business.* None.

10. *Adjournment.* The meeting adjourned at 11:16 a.m.

Next Meeting: Monday, March 26, 2007, 9:00 – 11:00 a.m., IT 541

Prepared by: Theresa Walsh and Hasan Akay.

IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE
March 26, 2007

Minutes

Members Present: Hasan Akay (chair), Barbara Christe, Julie Freeman, Giles Hoyt, G. Gregory Hull, Bang Kwang, Tomothy Koponen, Joan Kowolik, John McGrew, Rachel Nardo, Margaret Richwine, Deborah Stiffler, Sharon Stoten, Robert Vernon, Theresa Walsh (meeting recorder).

Guests: David Lewis, Dean, IUPUI University Library; Eric Cosens, Deputy IT Policy Officer, Indiana University; Anastasia Morrone, Associate Dean, Teaching and Learning Information Technologies, Indiana University.

Agenda

1. *Call to Order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with an attachment of the draft February 12, 2007 minutes.

2. *Approval of the Agenda.* The agenda was reviewed. It was moved, seconded and unanimously approved.

3. *Approval of the Minutes.* The minutes of February 12, 2007 were reviewed. It was moved, seconded and unanimously approved.

4. *Chair's Report.* Hasan Akay provided background and previewed today's topics: Dean David Lewis will provide information on digital libraries and new forms of scholarly communication; Eric Cosens will discuss the feedback from this committee on Policy IT-07; and Stacy Morrone will talk about the advisory board proposal.

5. *Digital Libraries and New Forms of Scholarly Communication.* David Lewis distributed a handout with information on open access, digital libraries and rights. The handout may be distributed and is available on this committee's project site. There is a transition from print technology to various forms of digital technology. The transition in journal literature is nearly complete. There are approximately 50,000 to 70,000 electronic books which account for 10% to 15% of circulation. Another transition is from classic publishing models to open access. With open access the costs of publishing are up front. The more material that goes into an open access environment, the less the library has to buy. Use open access or if something needs to be published in a journal, use a disciplinary or institutional repository. In the next 5 to 10 years, a variety of open access models will be used. The handout provides several links to different types of open access. Digital libraries digitize a variety of print and paper-based resources, e.g. maps, photography. See the IUPUI University Library Digital Collections at http://www.ulib.iupui.edu/digitalcollections/home.html. Creative Commons (http://creativecommons.org/) has a variety of licenses. If one knows how the work will be used, a creative commons license can be put on it. This allows someone to use the work without having to ask permission. It is recommended that for most scholarly text-based works, use Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 License.

6. *Discussion of Feedback on Policy IT-07.* Eric Cosens distributed copies of interim Policy IT-07, Privacy of Electronic Information and Information Technology Resources. Several committee members had provided feedback on this policy. Eric Cosens reviewed the feedback and comments with the committee. The next step is to review input from other groups and to bring this policy back to this committee.

7. *Discussion of Teaching and Learning Technologies Committee.* Chair Akay provided an update on the discussion with the Faculty Council Executive Committee on the Faculty Council Technology Committee (FCTC) proposal. The Faculty Council Executive Committee said the proposal was a good idea and asked the FCTC to work with University Information Technology Services (UITS) to create a proposal. Stacy Morrone provided a brief overview of the various faculty technology committees that already exist (the list of faculty committees Stacy had at the meeting has been sent to the FCTC). There is some overlap of faculty serving on more than one committee. It makes sense to have linkages to other committees and people that can speak to the issues. Stacy emphasized that it would be important to have representation from these committees on the new Learning Technologies committee or board. Discussions followed on possible ways to frame the work of this new committee or board and whether it should have an advisory or oversight role. Stacy said that she would work with Garland Elmore to prepare a proposal to share with the FCTC at the April 9 meeting.

8. *Other Business.* None.

9. *Adjournment.* The meeting adjourned at 11:20 a.m.

Next Meeting: Monday, April 9, 2007, 9:00 – 11:00 a.m., IT 541

Prepared by: Theresa Walsh and Hasan Akay.

IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE
April 9, 2007

Minutes

Members Present: Hasan Akay (chair), Barbara Christe, Garland Elmore (administrative liaison) Julie Freeman, Giles Hoyt, G. Gregory Hull, Josette Jones, Joan Kowolik, Malika Mahoui, Margaret Richwine, Deborah Stiffler, Sharon Stoten, Robert Vernon, Theresa Walsh (meeting recorder).

Guests: Anastasia Morrone, Associate Dean, Teaching and Learning Information Technologies, Indiana University.

Agenda

1. *Call to Order.* The meeting was called to order at 9:05 a.m. Chair Hasan Akay distributed the agenda with an attachment of the draft March 26, 2007 minutes. Chair Akay said that item 6 on the agenda, A New Proposal and item 5, Report on Oncourse CL will be interchanged since some might leave the meeting early.

2. *Approval of the Agenda.* The agenda was reviewed. It was moved, seconded and unanimously approved.

3. *Approval of the Minutes.* The minutes of March 26, 2007 were reviewed. It was moved, seconded and unanimously approved.

4. *Chair's Report.* Hasan Akay provided information on the status of Policy IT 07, Privacy of Electronic Information and Information Technology Resources. The Policy Office has contacted IUPUI and IUB Faculty Council presidents for their comments on the policy. It is appropriate for this committee to present its work to the Faculty Council. FC President Bart Ng asked Hasan Akay to present to the Faculty Council an explanation of the process that the IT Policy Office goes through (they contact 28 stakeholders and ultimately send the policy to the Board of Trustees). Once this committee has a recommendation, it will be taken to the Faculty Council for feedback, then this committee gives that feedback to the Policy Office. The Faculty Council has delegated this work to this committee. Hasan Akay provided background and previewed today's topics: a new proposal for a faculty advisory and reporting process will be presented by Garland Elmore and Stacy Morrone; and Stacy Morrone will report on Oncourse CL.

5. *A New Proposal.* Hasan Akay had asked Garland Elmore and Stacy Morrone to describe a faculty advisory and reporting process that would guide teaching and learning tool development and systems at Indiana University. Garland Elmore provided some background on the role of different types of committees and emphasized that the process should build on what already works well. He used the Faculty Council Technology Committee and the Oncourse Priorities Committee (OPC) as examples. The experience from the original concerns regarding the Oncourse decision can be used as a way to build the future. Stacy Morrone distributed a 'draft' document entitled "Teaching and Learning Information Technologies Steering Committee (TLITSC)." The draft was reviewed. Stacy, in her administrative role would manage different stakeholders such as the IT Policy Office does. Membership of the new TLITSC depends on the stakeholders. The OPC has 17 members plus Stacy. Each member was selected carefully and appointed to the OPC. Garland Elmore and Stacy Morrone are looking for initial feedback from the Faculty Council Technology Committee on the draft TLITSC proposal. Discussion followed. Chair Akay recommended that Garland Elmore and Stacy Morrone formulate the proposal in more detail based on the changes heard today and circulate another

draft in a week or two; the goal is to start a preliminary list of names for membership and appoint the members so they are in place for fall 2007.

6. *Report on Oncourse CL.* Stacy Morrone provided an update on Oncourse CL. She said that 8300 copies of the "Getting Started with Oncourse CL: An introductory guide for faculty" were printed and mailed the week of April 2. It is available electronically at the Training and Support link in Oncourse. The Oncourse Transition Guide is also available at the Training and Support link in Oncourse. The Transition Guide can be used by faculty to determine which tools in Oncourse CL best match the way they use original Oncourse. Stacy Morrone invited the committee to look at the Transition Guide and to let her know if something important is missing. She updated the committee with what is currently available in Oncourse CL and what will be available in the June 2 release. The original Oncourse tests and survey tool is in Oncourse CL; gradebook changes will be in the June 2 release; the separate roster for combined course sections will not be in the June 2 release.

7. *Other Business.* None.

8. *Adjournment.* The meeting adjourned at 10:50 a.m.

Next Meeting: Monday, May 7, 2007, 9:00 – 11:00 a.m., IT 541

Prepared by: Theresa Walsh and Hasan Akay.

<p align="center">**IUPUI FACULTY COUNCIL TECHNOLOGY COMMITTEE**
May 7, 2007</p>

<p align="center">**Minutes**</p>

Members Present: Hasan Akay (chair), Barbara Christe, Garland Elmore (administrative liaison) Julie Freeman, G. Gregory Hull, Josette Jones, Joan Kowolik, Malika Mahoui, John McGrew, James Morgan, Sharon Stoten, Robert Vernon, Theresa Walsh (meeting recorder).

Guests: Anastasia Morrone, Associate Dean, Learning Technologies, Indiana University.

Agenda

1. *Call to Order.* The meeting was called to order at 9:00 a.m. Chair Hasan Akay distributed the agenda with attachments of the draft April 9, 2007 minutes, the Faculty Council Technology Committee roster, and the draft Teaching and Learning Information Technologies Steering Committee proposal.

2. *Approval of the Agenda.* The agenda was reviewed. It was moved, seconded and unanimously approved.

3. *Approval of the Minutes.* The minutes of April 9, 2007 were reviewed. It was moved, seconded and unanimously approved.

4. *Chair's Report.* Hasan Akay noted that the committee roster shows those members with a term expiring June 30, 2007 and those with a term expiring June 30, 2008. He will recommend that all members stay on the committee. Bang Hwang is resigning from the committee due to his retirement. Chair Akay had communicated with Eric Cosens, the deputy IT policy officer. Policy IT 07, Privacy of University IT Resources, has gone through the first round of reviews. Revisions will be worked on this summer and the IT Policy Office will get back to this committee in the fall. The IT Policy Office will begin the first round of feedback on Policy IT 21, Use of Electronic Mail, in the fall. Policy IT 12, Security of University IT Resources, is a brand new policy that is being worked on. Chair Akay previewed today's topics. Garland Elmore will present the organizational changes in the Office of the Vice President for Information Technology. The draft Teaching and Learning Information Technologies Steering Committee Proposal will be presented by Garland Elmore and Stacy Morrone.

5. *Organizational Changes in the Office of the Vice President for Information Technology and CIO (OVPIT).* Garland Elmore provided some background on the OVPIT. The focus of the organization in its first years was to advance the Information Technology Strategic Plan (ITSP) which has 10 recommendations and 68 actions. Garland Elmore explained that each year the process is documented through an accomplishments report. The Accomplishments Report for 2006 - 2007 is available at the following url: http://www.indiana.edu/~uits/cpo/accomp/AR07.pdf. The ITSP has been substantially completed and there is now a need to focus on quality of service, futures or innovation, and continued stewardship. Garland Elmore distributed the OVPIT organizational chart which was posted May 1 on the Web at http://www.indiana.edu/~uitshr/services/org_charts/OVPIT_Current.pdf. The chart shows 2 associate deans, one of research technologies (Craig Stewart) and the other of learning technologies (Stacy Morrone) and 4 associate vice presidents, Sue Workman for support, Barry Walsh for enterprise software, Dave Jent for networks and Dennis Cromwell for enterprise infrastructure. All 6 of these individuals have university-wide responsibilities.

6. *Steering Committee Proposal.* Garland Elmore and Stacy Morrone led a discussion of the revised Teaching and Learning Information Technologies Steering Committee proposal. The name will be changed to reflect the change in the organizational structure. It would be well to have non-voting ex-officio members who would provide expertise in a supportive role. It was suggested that research technologies could also be included in the steering committee, thus having one committee that encompasses both research technologies and learning technologies. Stacy Morrone will talk with Craig Stewart, the Associate Dean for Research Technologies. It was also suggested that the membership of the committee be staggered so that every two years there would not be a complete turnover of membership. Stacy Morrone will refine the draft based on this committee's discussion and will submit it electronically for review. The Bloomington committee also needs to be involved in the approval of this steering committee.

7. *Next Year.* Chair Akay thanked all who participated in the committee this year. He will recommend that those whose terms are expiring will stay on the committee.

8. *Other Business.* Stacy Morrone provided a brief Oncourse update. They are on track for the June 2 release. The gradebook looks good. The Oncourse Priorities Committee is considering possible skin changes for the June 2 release. Original Oncourse is available through Summer I and Summer II. Original Oncourse historical course data will continue to be available through the end of the 2008 calendar year.

9. *Adjournment.* The meeting adjourned at 10:45 a.m.

Prepared by: Theresa Walsh and Hasan Akay.