

**Academic Technology Advisory Committee
Committee Chair, Michael Greenwich
Meeting Minutes February 26, 2016
West Charleston F-103**

Attendance: See the end of the minutes.

Proxies: Paul Billings for David Hardy, Stephanie Espinoza for Emily King, David Goldwater for Rhett Michaelson.

Ex-Officio Proxies: Michael Greenwich for Lisa Bakke and Jann Carson.

I. Call to Order

A. Chair Michael Greenwich called the meeting to order at 1:00 p.m.

II. Opening Remarks

A. Chair Greenwich welcomed the committee. He also gave members a reminder how to access the building for our meetings if the outer door is locked.

III. Reports

A. OTS Report: (Mugunth Vaithyalingam)

1. Mugunth shared information regarding a set of proposals regarding data and email storage/retention via a PowerPoint presentation. Currently, additional materials to backup these digital files cost about \$15,000 a quarter, and additional storage costs about \$120,000 a year. The average email user at CSN is using 12–13 gigabytes per person. This includes an approximate 51% growth from 09/15 to 12/15. Highlights of the proposal included:
 - a. Removing and archiving attachments from emails that are 180 days old or older. Links would provide continued access to that archived material.
 - b. Emails related to publicizing events would be completely removed 30 days after the event has been held.
 - c. Emails would remain accessible in the user's inbox for two years. After two years, the emails will be archived. These could still be accessed at <http://archivesearch.edu/search/>
 - d. After five years, the emails would be removed from storage completely.
 - e. No other form of personal archiving, (.PST, .OST, etc.), is permitted.
 - f. CSN emails cannot be set to be auto-forwarded to a personal email accounts, (such as Gmail, Yahoo, Cox, etc.). These auto-forwarded messages trigger spam alerts from those providers, which has caused CSN to be blacklisted from those companies. Approximately 82% of all compromised emails are associated with personal accounts, which put CSN systems at risk.
 - g. H: Drive – There are currently a lot of personal pictures, music, and movies, (including pirated commercial movies), being stored on this server. These files are not allowed on this drive, and the size allocation is being reduced to 2 gigabytes per user.
 - h. J: Drive – This storage server has seen a 25% growth in stored data over the last year. There is no proposal to affect this drive currently.

- i. Overall, limited/minimal data should be stored on the CSN file servers with no expectation of privacy.
 - j. For exiting employees, emails will be purged from the inbox after 30 days, but they will still be available in the archives for five years.
 - k. Holds can be placed on the archiving/purging processes due to litigation.
 - l. CSN student emails are not currently considered mandatory, but students will be encouraged to make use of these accounts and Office 365. This aids with security of the system and promotes student engagement.

- B. Budget Report: (Michael Greenwich for Lisa Bakke)
 - 1. Lisa could not attend the meeting.
 - 2. Lisa forwarded the following to the committee via Chair Greenwich: Enrollment is down this semester, but this decline was accounted for in the current budget, so this should not result in further cuts. It is still unknown at this time if equipment requests will be reinstated this calendar year.

- C. eLearning & Canvas Report: (Terry Norris)
 - 1. Antiplagiarism software is still under consideration. A FRP is being developed for a system-wide implementation.
 - 2. It is still hoped that the student online readiness assessment will be implemented in the fall 2016 term.

- D. CAPE Report: (Michael Greenwich for Jann Carson)
 - 1. Jann could not attend the meeting. No information items were forwarded to the committee.

- E. OTS Report, continued: (Brian Bourgon/Mugunth Vaithyalingam)
 - 1. Karen Ahern is no longer working with OTS. She has moved to a teaching position in the college. Cheryl Feldman will likely replace her.
 - 2. There have been many security concerns, resulting in many compromised PCs. Be alert to potential phishing messages and other potentially harmful means of accessing or corrupting the data on the computers that you use. As much as 90% of the emails received at CSN are spam/phishing emails. Forward suspicious emails to spam@csn.edu

- F. Web Report: (Mike Fite)
 - 1. CSN has taken delivery of the new CSN website. It is undergoing testing currently. This new site is designed to be primarily a recruiting and marketing tool.
 - 2. Classes for current page owners are beginning this week, and will be ongoing.
 - 3. The old website will still be available until the new sign-in portal is operational, which may be two to three months after the new website goes live.
 - 4. Contact Mike with any questions you may have regarding the new site and new portal.

- G. iNtegrate/MyCSN Report: Dan Morris
 - 1. The pilot test for waitlisting classes was a success. As a result, all classes will have a waitlist option starting summer 2016. Updates for the lists are made twice daily. Students on the list are automatically enrolled in the course when an

opening becomes available, and the student is then notified via email of the change made to their schedule.

2. New CRM student tracking tools are still being investigated.

IV. Approval of Minutes of the December 04, 2015 Meeting

- A. These minutes were approved unanimously as written.

V. Voting on having one meeting a semester in the year of no equipment requests

- A. Chair Greenwich offered an amendment to the committee bylaws. Currently, the bylaws require two meetings per semester. However, with no major tasks to attend to, the necessity of the second meeting was brought into question. Committee discussion revealed that the majority of members desired the second meeting, placing value on the reports presented. As a result, no formal vote was taken, and the committee resolved to leave the current bylaws in place.

VI. Possible election of the ATAC chair

- A. The chair election may have been necessary, if the committee had resolved to hold only one meeting this semester. But since the second meeting will be held, the chair election was postponed to that second meeting, when the elections have typically been held.

VII. Other Business

- A. No other business was presented.

VIII. Adjournment

- A. The meeting was adjourned at 2:09 p.m.

Attendance

Voting Members	Area	Present	Proxy	Absent
Adams, James	Health Sciences			X
Arnold, Marlene	Health Sciences	X		
Billings, Paul	Education, Behavioral & Social Sciences (ATAC Secretary)	X		
Danforth, Courtney	Arts & Letters	X		
Fortner, Anthony	Accounting	X		
Goldwater, David	Science & Mathematics	X		
Greenwich, Michael	Science & Mathematics (ATAC Chair)	X		
Hall, Rosemary	Counseling	X		
Hardy, David	Advanced & Applied Technologies		X	
James, Tim	Arts & Letters	X		
King, Emily	Library		X	
Leavell, David	Arts & Letters	X		
Lines, Christine	Arts & Letters	X		
Michelson, Rhett	Science & Mathematics		X	
Mucha, Avis	Health Sciences			X
Pannell, Diane	Advanced & Applied Technologies	X		
Perez, Sheri	Education, Behavioral & Social Sciences	X		
Saladino, Steve	Education, Behavioral & Social Sciences	X		

Ex Officio	Area	Present	Proxy	Absent
	Director, User Services, OTS			
Bakke, Lisa	Director, Budget Services		X	
Bearce, John	Director, Institutional Research			X
Bourgon, Brian	Applied Programming Director	X		
Carson, Jann	Director, CAPE		X	
Charlton, Patty	VP of Finance & Budget			X
Fite, Mike	Webmaster	X		
Lewis, Wilfred	Director, Facilities Management	X		
Morris, Dan	Executive Director, Business Operations	X		
Naaktgeboren, Camille	Faculty Senate Chair			X
Norris, Terry	Director, Office of eLearning	X		
Vaithyalingam, Mugunth	Chief Technology Officer	X		