

**Academic Technology Committee – FINAL DRAFT**

MINUTES OF MEETING: 3/02/07      APPROVED BY COMMITTEE: \_\_\_\_\_  
Submitted Exec. Committee: \_\_\_\_\_      Approved by Exec. Committee: \_\_\_\_\_  
Submitted Academic Senate: \_\_\_\_\_      Approved by Academic Senate: \_\_\_\_\_

Members Present: John Adams, Hilary Baker, Larry Chu, Kimberly Embleton, Steve Fitzgerald, Ellis Godard, Xiyi Hang, Daniel Hosken, Gloria Melara, John Noga, Jacek Polewczak and Ashley Skylar.

Minutes: Jennifer De Iuliis

Excused: Ardavan Asef-Vaziri

Guests: none

**1. Approval of Minutes** – The minutes of the 2/02/07 meeting were approved as amended.

**2. Previous Meeting Action Item Review**

- a. *SPSS Software* – Hilary Baker noted that the site now more clearly shows how to download older versions.
- b. *CSUN website broken links* – Hilary Baker noted that the CSUN accessibility tool, AccVerify includes the option to identify broken links.

**3. Announcements**

- a. John Noga announced Marla was able to secure the meeting room location and the meeting will be scheduled for the 2<sup>nd</sup> Friday of the month vs. the 1<sup>st</sup> Friday for one meeting only.
- b. Hilary Baker – Daylight Savings Time – date to make the change is 3 weeks earlier this year which impacted servers and desktop computers. Manufacturers and vendors have provided updates and patches to systems. ITR has been reviewing and offering assistance/outreach to all areas to ensure patches are completed. New webpage going up next week with information for general population. Question raised about what potential issues could arise. Steve Fitzgerald gave a few examples: PPM (heat, a/c, lighting), desktops and servers might not connect if time is off, active directory could have conflicts with login, could be minor nuances.

**4. Chair's Report**

- a. *ACAT Update* – John Noga stated a high-level perspective was given from Harry regarding ADA compliance issues. John doesn't anticipate our campus will be extremists regarding enforcement and Harry has stated "be reasonable" and don't take down pages at this point.
- b. *ADA Policy Update* – Procedures/guidelines should be coming out in June regarding ADA compliance for webpages. The approximate deadline for webpages to be ADA compliant is 2012; however the process for converting/updating pages should start now. Concerns brought up by the group regarding the process to complete and whether a single tool exists to convert/measure against. John noted that Joseph O'Connor's site provides tools. Concerns rose about a single tool being available due to the possibility of varying results; Kimberly Embleton stated WC3 has easy steps. Daniel Hosken concerned about areas that don't have in-house capabilities to create/modify pages; is there a list of approved contractors that might be available? Hilary Baker offered to pass this question to the Web Management committee. Question was raised about status of a new content management tool. Hilary noted that there is work underway to replace the current Contribute content management system. In addition, Hilary said the CSU may consider pursuing a system-wide content management system. Ellis Godard expressed an interest in the content management system discussions.
- c. *Moodle* – John Noga and Steve Fitzgerald attended a conference on Moodle. There is some interest in the product and several faculty are reviewing the product. No plans to remove Web CT or to roll out Moodle at this time.
- d. *Aster & Latex readers for the blind* - John Noga spoke with Susan Cullen and Randal Cummings for more information about Aster, a tool for those with limited or no vision. Concerns that there is too much of a learning curve for students, some versions are currently available. Aster has some touch and feel capabilities; unsure of other tools and he will be following up.
- e. *Next ATC Meeting* - Noga mentioned that the scheduled April 6<sup>th</sup> ATC Meeting is during Spring Break and it was decided to move that meeting to Friday April 13<sup>th</sup>.

**5. Department / College Issues -- none**

**6. CIO Report**

- a. *ITR Strategic Plan (handout)* - Hilary Baker shared the draft plan and stated input was from Director's and all ITR staff. She is sharing with this committee as well as other governance groups on campus. Hilary asked committee to provide feedback to be sent to her directly via email

- b. *“I Forgot My Password”*(handout) – Steve Fitzgerald has a draft policy on new guidelines and process for greater protection and easier for users to use with an automated process versus the need to call the Help Desk to re-issue a password. The option to call the Help Desk will remain available for users that prefer this method of communication. The new system is very familiar to many/most users as it is similar to what is used by banks and other programs. Roll out will occur over two dates, first date users can opt out and then final date the user must create the three questions prior to the system allowing the user to login. Steve has asked for committee to send him feedback on the draft policy via email.
  
- c. *Information Security Officer* – Cliff Maraschino begins on March 5<sup>th</sup>, he is coming from UCLA and will be picking up where Al Arboleda left off prioritizing security initiatives over the next year (awareness for University as a whole). Examples: storing sensitive data, laptop security, physical and encryption. John Noga mentioned the highly publicized security issue that occurred at UCLA. Hilary stated that it was brought up in the hiring process and Cliff was not at UCLA at the time. Hilary offered to invite Cliff to join a future ATC meeting.

**7. Discussion Topics**

None

**8. Policy**

Hilary Baker – in a few months Information Security Officer will have draft policies available for review.

**9. New Business**

None

**Reminder from John Noga** – he will be on sabbatical for 2 months in the Fall; a new chair needs to be elected for the committee.

Meeting adjourned at 4:00 PM. Next meeting is on April 13, 2007