



INFORMATION TECHNOLOGY POLICY COMMITTEE

MINUTES OF THE MEETING OF DECEMBER 18, 2003

Susan Hannah called the fifty-sixth meeting of the Committee to order at 9:00 in ET 206. Other members present: Tiff Adkins, Walt Branson, Deb Conklin, Jack Dahl, Jim Ferguson, Mark Franke, Bob Kostrubanic, Edna Neal, Judie Violette, and Gerard Voland.

Approval of Minutes

Minutes from the November 20 meeting were corrected and approved.

Vista System Implementation and Backup Arrangements

Bob Kostrubanic reported that the Vista system implementation is on schedule for use in Spring 2004. Arrangements are being made to re-route the communications link through Indianapolis in order to improve transmission speed. West Lafayette has installed dual, redundant servers to address system performance and backup, and additional backup equipment is planned for installation in July. The possibility of having backup/alternate site arrangements in Fort Wayne is still being explored, and a decision is expected in late January.

Use of E-mail for official communications

Mark Franke reported that IPFW's proposed policy incorporates students' ability to designate their preferred e-mail addresses. The proposed policy is otherwise consistent with the IU and Purdue policies, copies of which were distributed at the meeting. Testing is underway for both OASIS and Banner. Holmes e-mail accounts are already established when students are admitted, and the intent is to use Banner to generate lists of students, send mail to Holmes, and distribute the mail via Holmes. A process for identifying non-users is also being developed so that paper-based mailings can be sent to those students. The current plan is being developed for implementation for Fall 2004.

ITPC will be asked to approve a policy, probably similar to the draft policy already discussed at a prior meeting. Mark Franke will present a draft at the January meeting. Judie Violette asked that the policy incorporate mailings to faculty and staff since this is a key process in new library systems.

The feasibility of a bulletin board system for students is also being explored as a means to reduce individualized mailings.

**Future Agenda
Items**

Review of IT Services Strategic Plan and progress
Await discussions by the academic and administrative user committees and other constituencies of possible imaging systems for the campus.
Implementation of network inventory software
Report on progress on implementing WebCT Vista
Report on Purdue ERP system-selection decisions
Report on providing network access for non-credit students
Report on plans for ending use of Windows 95 and 98
Report on plans for replacing obsolete computer equipment
Report on GIS software selection and funding (announcement to be made by ITS)
Report from Wayne Unsell on DECCO pilot project using hand-held computers.

**Meeting Schedule
for 2003-04**

Meetings for 2003-04 have been scheduled in ET 206, 9-10:30 for

August 21	February 19
September 18	March 18
October 16	April 15
November 20	May 20
December 18	June 17
January 15	

Glossary of Committees (Note membership year)

ITPC - Information Technology Policy Committee (03-04 membership)

Susan Hannah (Co-chair), Walt Branson (Co-chair), Tiff Adkins (ACITAS Representative for 03-04), Deb Conklin, Jack Dahl, Jim Ferguson, Mark Franke, Bob Kostrubanic, Edna Neal, Judie Violette, Gerard Voland, John Wellington, and an IPSGA President/Designee.

ACITAS – Academic Computing and Information Technology Advisory Subcommittee (03-04 membership)

Tiffin Adkins (chair), Samantha Birk (ex officio), George Bullion, John Fitzgerald (ex officio), Brad Gilbreath, Marge Kimble, Bob Kostrubanic (ex officio), Linda Meyer, Ken Modesitt, Ed Moritz, Don Mueller, Robert Murray, Mark Myers, Ko Otani, Richard Sutter, Judie Violette (ex officio), plus a distance education representative to be named.

ADCAC – Administrative Computing Advisory Committee (02-03 membership)

Jim Ferguson (Chair), Donna Bialik, Dave Danielson, Mark Franke, Frank Guzik, Nancy Hobbs, Mike Kanning, Bob Kostrubanic, Bill Ludwin, Patrick McLaughlin, Doug Neitzel, and Cathy Spieth.

AOC – Academic Officers Committee (03-04 membership)

Susan Hannah (Chair), Ben Christy, Jeanette Clausen, Deb Conklin, Laurie Corbin, Jack Dahl, Carl Drummond, Barry Hancock, Jim Jones, Barry Kanpol, Bob Kostrubanic (guest), Marc Lipman, Steve Sarratore, Judie Violette, Gerard Voland, and John Wellington.

DECCO – Distance Education Coordinating Committee (02-03 membership)

Sam Birk, George Bullion (DE Subcom. Rep.), Deb Conklin, Marcia Dixon, John Fitzgerald, Mark Franke, Susan Hannah, Carol Isaacs, Bob Kostrubanic, Patrick McLaughlin, Ed Moritz, Deb Sowards, Carol Sternberger, and Judie Violette. Also two other Distance Education Subcommittee representatives.

SIS Banner Steering Committee (03-04 membership)

Mark Franke (Chair), Diane Bezdon, Bill Bruening, Sue DeChant, Frank Guzik, Jenna Henson, Laurie Herbrand, Carol Isaacs, Mike Kanning, Bob Kostrubanic, Mary Lehto, Julie Litmer Schwaller, Patrick McLaughlin, Pam Michalec, Lori Beth Royce, and Joel Wenger.

Distance Education Subcommittee (03-04 membership)

Richard Weiner (Chair), George Bullion, Tony Cardenas (ex officio), Deb Conklin (ex officio), Jack Dahl (ex officio), John Fitzgerald (ex officio), Linda Hite, Mary Lehto (ex officio), Dennis Marshall, Linda Meyer, Ramesh Narang, and Robert Sedlmeyer.

Web Advisory Committee (02-03 membership)

Judie Violette (Chair), _____ (ACITAS Representative), (ITPC Representative), ____ (Student Representative), ____ (ITS Representative), Bart Tyner (Web Manager), Barb Mullinax (Assistant Web Manager), Jim Ferguson (ADCAC Representative), Laurie Corbin (ITPC Representative, for Susan Hannah), Mark Franke (SIS/Enrollment Management Representative).