

CTAB Meeting Minutes
April 11, 2014, 8am – 9:20am
304 Park Hall

Attending: Marcia Burrell, Sean Moriarty, Doug Pippin, John Kane, Chris Hebblethwaite, Brenda Farnham, David Kahn, Linda Paris, Sandy Bargainnier, Mark Springston, Kimberly McGann, Theresa Gilliard-Cook, Abby Wiertzema, Michael Pisa, David McQuin, Nicole Decker, Sadig Gulaghayev, Pat Pacitti, Natalie Sturr, Pat MacNeill, Greg Fuller, David James, Jonathan Fargo, Derek Rice, Mark Hardy, Andy Goldzweig, Nicholas Malchoff, Kris Smith

Nostalgia - IT Starter Guide, 2001/2002

Natalie shared a DVD of how technology was previously used.

We have come a long way!

Approval of Agenda – Agenda approved

- Motion to approve, John Kane, second the motion, Chris Hebblethwaite. All in favor.

Approval of Minutes – Minutes approved

- Motion to approve, Natalie Sturr, second the motion, Chris Hebblethwaite. All in favor.

Open Session - Q&A

- Chris Hebblethwaite - The Library recently did an HDMI upgrade of collaboration spaces thanks to CTS for doing it.
- Sean – I spoke with someone yesterday at Quest and HDMI, are there cables available for student use?
- Chris H. – there are cables available in the Library. Natalie - if they need something different, they can go to the circulation desk and sign out.
- Linda Paris – Are there any updates on Adobe?
- Sean - SUNY Central is looking at opening negotiations again with Adobe. Adobe has come out with licensing for labs, however, at this point we have not made any decisions.

Committee Reports

Applications & Equipment – Natalie

- We have been working with CTS on campus images, on April 21st images will be available for review. Please take some time to go look and review them.
- Members of the committee beta testing with Service Now.
- If faculty are looking to use some new software in your classes, this is a good time to speak with CTS about this.
- Marcia – Asked Nicole to speak about training for Service Now.
- Nicole – Service Now is our ticketing system, which has a self-service portion. We are beta testing the self-service portion with about 15 volunteers. With the self-service portion of Service Now, a user can submit their request, you can follow the progress and communication with technicians. The due date is today for feedback.

Elections & Bylaws – Marcia for Larry Fuller

- Marcia – The CTAB Executive Committee met and a discussion was put on the table that we make changes to the Bylaws. We are not voting on it today, but this is an opportunity for you to take a look and ask questions. Last year we had a temporary committee called Strategic Planning - that committee

met to prepare the Strategic Plan, which Sean has used as a good guide for his next steps. The Strategic Planning Committee was not active this year. We would like to use the Executive Committee as the Strategic Planning Committee. The Executive Committee would be in charge of working closely on the strategic plan with CTS.

- Sean - The strategic plan had been an ad hoc committee and the committee never met within the past year, I see it as the executive committee would be responsible for the proper planning. We might want a new committee in a year when the President does her strategic plan.

1. The Executive Committee is responsible for ensuring that Information Technology policy, strategy, operations and projects are defined, measured, and executed, and report to the Provost and Vice President for Academic Affairs on such matters. Additionally the Executive Committee advises the Provost and Vice President for Academic Affairs on innovations in campus technology as well as issues and concerns addressed by the Campus Technology Advisory board. The chair of the Board, the chairs of the Standing Committees, and the CTO are members of the Executive Committee. A representative from the Information Technology Council is also a member. The chair of the Board shall chair the Executive Committee. The Executive Committee will participate in the review of the Chief Technology Officer.

- Also in the bylaws the Technology Planning Committee will be resolved. The Executive Committee will take on that responsibility too.
- Voting on the aforementioned changes to the bylaws will take place at the next CTAB Meeting, May 9, 2014.
- Marcia – In addition to the Bylaw changes, we will be having elections for three important positions:
 - Mark Hardy – CTAB Chair
 - Kelly Roe – Elections & Bylaws
 - Doug Pippin – Applications & Equipment

Motion to accept slate of candidates, Natalie. Second the motion, Chris Hebblethwaite. All in favor.

Education – John Kane

- Discussed survey on winter breakout to get some feedback. We would like as much feedback as possible.
- We are nearing the final stages for spring breakout. If there are workshops you would like to submit, please do so soon.
- Discussed video projection and classroom mobile devices, there may be a pilot in the fall to try using it
- Discussed software for registration and database for recording workshop registrations across all groups on campus. Nicole has put together a list of vendors, we will put committee together to start reviewing.
- CIT 2014 registration is still open, still time to get \$100 off. It is being held in Cornell this year. There is a good set of workshops on teaching and technology. We have a number of people presenting. Schedule is posted. <http://www.cit.suny.edu/>
- Dave McQuin - CIT is faculty and instruction oriented.

ITC Report – Mark Springston

- At the meeting yesterday, we discussed the NY Alert Messaging system, some students misinterpreted the alerts that went out for classes being cancelled. Sean met with Julie and Nick to review the messages that went out. The second message was clearer.
- Brenda - What about those that teach at 11:30 if classes are cancelled at noon starting at noon or after. Marcia - we are improving with the communication. Sean - if the class starts at 11:30, the class will continue until it is over.
- Natalie reported on the new mobile site and Rave Guardian.
- Sean talked about Degreeworks, not all the info but the outline of the plan
- CTAB proposing bylaw changes.
- Sean shared the planning parties this summer, wireless upgrades this summer, and the summer CTS project list.
- Also had a discussion about Lynda campus at SUNY Oswego, there is an implementation plan and that is being updated as we go, we are assessing how many users are using it. As of this week there were 423 new users in February, 83 new users in March; that is 12 percent of our total users; 1923 hours of video viewed, 26,481 videos watched.
- Please encourage your students, faculty and staff to use Lynda.com
- We will also be discussing its uses at CELT this spring.

Campus Technology Services Report

Mike reported on the Heartbeed Virus.

- Heartbleed virus is a security vulnerability that is out it has been out since 2012 it deals with any system that runs SSL secure socket layer, it helps encrypt transmissions that goes between you and a browser.
- Someone can go in and encrypt anything that is going over the internet. It became big news late last week, the fixes came out this week we found four of our systems that were vulnerable this week, two have been fixed, one is in the process of being fixed and one is currently offline. We should be ok, we have looked and our services. One item that came out, NYS and federal - we changed passwords, you don't know what sites were vulnerable. It could be your bank, credit card, Walmart, Amazon, etc. Open SSL is run on vast majority or UNIX operating systems. We have had some potential vulnerabilities.
- Dave McQuin - Is there anything that can be done on personal systems?
- Mike - it is the other end, the only thing is that chrome has a plug in that you can install – it is called Chromebleed. From the client, customer side there is really nothing you can do. There is also another one that is starting called Crime.
- Pat McNeill - Will an email be sent out to everyone once everything is fixed? Mike – Yes, you may want to do some searching to see what institutions were affected by this. ITEC sent out an announcement that they were fine.
- Marcia - if you are using a mac, are you still vulnerable. Mike - yes, it is when you log into a system.

Presentation - Sean

- Wireless Upgrade Plan - Current status of what our network and wireless looks like and where we are going.
- CTS Annual Plan Update - Summer projects 2014

Tour of Park