

CTAB MEETING MINUTES
February 22, 2013, 201 Campus Center

Attending: Marcia Burrell, Mike Pisa, Eric Hellquist, Chris Hebblethwaite, Brenda Farnham, Dave Bozak, Kelly Roe, Dan Wood, Mike Flaherty, Mark Springston, Paul Taylor, Tyrone Johnson-Neuland, Natalie Sturr, Pat MacNeill, Dave Kahn, Emily Thompson, Andy Goldzweig, Tim Yager, Kris Smith

Approval of Agenda – Agenda approved

- Motion to approve, Dave Bozak, second the motion, Pat McNeill.

Approval of Minutes – Minutes approved

- Motion to approve minutes as posted, Natalie Sturr, second the motion, Chris Hebblethwaite.

Open Session - Q&A

- Natalie - CTO search. We started with 55 applications; we had 17 phone interviews, 6 airport interviews and 3 candidates on campus in last two weeks.
- Disappointed in faculty participation at the open forums.
- The committee will be meeting next week to make a selection and it will go to the Provost when she returns.
- Comment forms are on the CTAB website. We are interested in hearing your comments.
- Marcia - We provided the schedule and their curriculum vitae. Sorry that there was not good participation.

Mark S. - Student photos are now available. Thanks to Mike & Auxiliary Services.

- Mike P. - They should start populating in Angel over the weekend. Mike explained how you can see students.
- Dave B. - Any chance will it populate into Degree Works?
- Mike P. - Will raise the question.
- Natalie - There is a policy out there for use of pictures. Mike P. - It is what ITC forwarded to faculty.
- Marcia - Are they downloadable? Yes.
- Mike F. - One change we made four years ago, when photos are taken, students have to sign a form - it states that these photos can be used for other college purposes.

Marcia - What happened with the security trainings?

- Mike - When we had the fall training, we asked them to do two phishing exercises. There were 25 unique usernames that tried to log in to what they sent, and 82 attempts to enter credentials. Nicole and I drafted an email and will be sending it to those people.
- Mike P. - We received a complaint from off campus yesterday - a student's account had been compromised and was sending out emails.
- Mike P. - We need to continue to have this training periodically and need to meet with the company and see how we can keep this fresh. One of the sessions was recorded and can be viewed at: <http://www.oswego.edu/cts/security>
- Mike P. - Need to strive to do as much as we can.
- Marcia - The Provost's office offers a mini orientation to new adjuncts, it may be good to offer them the link to that training.
- Natalie - Maybe once in a while put something into Oswego Daily.

- Discussion regarding email security - emails that are sent - if there is a link, you have to roll over it and see where it is really going.

Marcia – Reminder - We need to work on the Technology Plan. The executive board is meeting on Monday morning at 9am in 509 Culkin please attend if you are interested in talking with us, we have some very specific things that we need to work on. It is a very good tech plan but it requires that we maintain it. If you are interested, I encourage you to come.

Mike P. – Would like to introduce and welcome the new Chief of Staff, Dr. Kenneth J. Clough.

Jean D. – Submitted via email

College calendar: to add to personal Google calendars. If you go to www.oswego.edu/registrar and click on College Calendars in left nav, the link can be found on the left side of the page. This was brought up in a previous meeting and it has just been completed. Thanks to Mark Springston for the idea and Rick Buck for implementation.

Committee Reports

Applications & Equipment - Natalie

- Met two weeks ago. Reviewed the TIP process. It was successful.
- One recommendation was to change the due date for proposals - October 15th. This means TIP committee can meet and review proposals, and by the December meeting, it can go for approval and we can get orders in for winter break.
- It is the time of year to review campus images for faculty/staff and lab images. If you have changes, additions to the image let me know by the end of February. I think the whole way we look at the images it is a well-oiled machine.
- We discussed the use of general access labs for classes and some of the challenges involved. We will be exploring that topic at the next meeting.
- Just some reminders: The Lake Effect Cafe opens at 7:30am and the rest of the building opens at 7:45am. We now have a printer in the 24-hour room
- Next meeting is March 6th, 8am in classroom #2.

Elections & Bylaws – Mike

- Bylaws were approved by the Provost and the President over break.

Education – Pat MacNeill

- WBO - almost 600 people, 74 workshops, very successful. Many were captured and are available through a link on the website.
- Common workshop calendar -- Nicole and John have been working on that.
- General workshop registration.
- Lynda - Kelly has 30 licenses to share, contact her if someone wants to test.
- Skillport - Renewed for another year.
- Mike - Explained what Lynda and Skillport are.
- John would like suggestions for spring workshops.
- We also touched on e-textbooks.
- Next meeting will follow the Applications/Equipment meeting in CELT conference room.

Ad-Hoc on Technology Plan - Meeting on Monday

ITC Report – Mark S.

- No report, we meet next month.

Campus Technology Services Report - Mike P.

- In August we did a call out for faculty computer replacement, 129 varying requests back. Will be ordering final 13 next week for tenure tracks. This time we tried to collect what else is out there and to identify the adjuncts and visiting professors, we had 24 adjunct identified with old equipment, we are not putting brand new equipment out for them but newer by end of March. Still have to go back and analyze with visiting professors. Will put a call out and ask for same info in March, not sure what is going on this summer, we will look at the age - people moving into the new building, may look at their equipment, same scenario with Park. We still have things out there that are five years or older.
- Sciences – We have received drafted moving dates, looking to get the majority of people out by June. We will start placing some equipment in April. We can get in sometime in March for networking closets.
- Expand on Lynda - We want to see what the acceptance is. It costs about \$33-35,000. Kelly Roe is the administrator.
- Kelly - We have about 10 faculty and about 100 individual users using the license. It is a weekly time frame. If anyone is interested, let me know what dates you are interested in.
- Mike - We are trying to put together an ITG grant together to try to offset the cost.
- During break we completed wireless in Funnelle and leaves us with Onondaga as far as wireless in residence halls. We added more in Snygg and Wilber.
- Late into the fall and during break, enrollment increased for spring – broadcast majors. Between Facilities, CTS, and funding from the President's Office we were able to upgrade Lanigan 20.
- Continuing to have conversations between SUNYs. Getting familiar with some of our counterparts to do some brainstorming activities on other campuses. A lot of plans at a very high level.
- Earlier this week SUNY announced a new SUNY CIO, he will also be SUNY Research Foundation CIO. The CCIO group met yesterday and this was announced there. As a group, we discussed how do we get interaction with him. His name is Hao Wang.

Presentation

Penfield Multimedia Production Room - Emily Thompson

Emily Thompson presented on the Multimedia Production Room located in Penfield library, room 210 near the 2nd Floor Service Desk.

The room has both a PC and a Mac. Both are outfitted with a webcam, headphones, microphone, recording software, and tutorials.

There was an instance with iMovie that a student had to go to great lengths to transfer the unedited iMovie project file contents because of the way iMovie stores and organizes the working media asset files.

To reserve the room:

http://www.oswego.edu/library/geninfo/multimedia_production_room.html

Equipment available to sign-out:

www.oswego.edu/library/circ/technology.html

Other items

- Mike - We currently have two ongoing searches for networking staff, we have reopened and will start interviewing in the next couple of weeks. We have also had a recent resignation of one of our shared positions with OCBR. That search will be starting soon.
- Marcia - CIT call went out for proposals.

Meeting Adjourned – 9:20am

Motion to adjourn, Natalie Sturr, second the motion, Chris Hebblethwaite