
Campus Technology Advisory Board
General Membership Meeting
October 9, 2015, 8am – 9:30am, 114 Marano Campus Center

Present: Matt Brooks, Rick Buck, Marcia Burrell, Nicole Decker, Kathi Dutton, Brenda Farnham, Mike Flaherty, Greg Fuller, Theresa Gilliard-Cook, Dan Griffin, Alla Gul, Mark Hardy, Chris Hebblethwaite, Diann Jackson, Tyrone Johnson-Neuland, Dave Kahn, John Kane, Dan Laird, Paul Leary, Tim Leclerc, Sean Moriarty, Pat Pacitti, Doug Pippin, Mike Pisa, Dennis Quill, Allison Rank, Kelly Roe, David Sargent, Michael Schifano, Jordan Shutts, Barbara St. Michel, Natalie Sturr, Stephen Yang,

Administrative Support: Kristine Smith

Mark Hardy, CTAB Chair – Welcome everyone, introduction of attendees.

1. Approval of Agenda – Agenda approved
 - a. Motion to approve agenda, Mike Flaherty; second the motion, Chris Hebblethwaite. All in favor.
2. Approval of Minutes – Minutes approved
 - a. Motion to approve minutes from September 11, 2015, Mike Flaherty; second the motion, Chris Hebblethwaite. All in favor.

3. Open Session - Q & A

John Kane - **Symposium on Learning and Teaching keynote**

When: Fri, October 9, 4pm – 5pm

Where: Auditorium, Room 132, Marano Campus Center ([map](#))

Description: "Design for the Mind: Strategies from the Psychology of Learning" by Michelle Miller, the author of "Minds Online: Teaching Effectively with Technology" and a well-known scholar on teaching and learning. Part of SUNY Oswego's Symposium on Learning and Teaching. Free; parking for those without a campus parking sticker is \$1 -- see oswego.edu/administration/parking. 312-2875.

If you would like to join us at 10 this morning, we will be having breakfast at the Tea Company.

Mark Hardy - Would like to comment on the change over of the website. They are holding training for Drupal. This is so much easier than the old system.

Marcia - Everywhere I go my WiFi works!

4. Committee Reports

- a. Applications & Equipment - Doug Pippin
 - i. We met on Wednesday morning, anyone is welcome to attend. During our session we discussed new ideas and standing issues. We touched on two primary items.

1. Natalie's suggestion to discuss backups - backing up faculty and staff information, google drive, etc. We will develop some recommendations to bring to CTAB.
 2. The second item was passwords - changing passwords, how often, making sure it is a regular part of security, etc.
 3. At the November meeting, Dave Kahn will be presenting on Apple Remote Desktop, Apple Config and Citrix.
 4. If you have any topics that you would like to discuss, please feel free to bring them forward.
- b. Education - John Kane
- i. We talked about topics to work on the coming year; teaching students more effectively; investigating Google Classroom and features. We also discussed items related to the Strategic Plan and ways to use more effectively.
 - ii. Panopto a lot of use in the first year and it plateaued. How can we get the word out to people - more workshops? Need to get more consideration. Also getting info out about Ensemble and Office 365.
 - iii. Topics of how to use technology more effectively in teaching and learning
 1. Marcia - what is office 365? Nicole - It is a new offering from Microsoft. You can sign up for a Microsoft account and download all the Microsoft tools available. Word, Excel and Powerpoint online (limited features). <http://www.oswego.edu/blogs/ctsnewsletter/2015/08/get-office-365-for-free/>. You can download the suite on up to five devices.
5. ITC Report - Marcia Burrell
- a. Met on October 2nd. Mark Hardy gave a report. We spent some time talking about computer security. Phishing, security, etc. CTS is working hard to protect us. We also looked at the Digital Campus and the Strategic Plan. They have worked really hard on this.
 - b. ITC elected TIP representatives.
 - c. Thank you to Natalie for giving the report at the last CTAB meeting. Our next meeting will be on November 6th.
6. Campus Technology Services Report - Sean Moriarty
- a. etext project update
 - i. Up to 4 classes in the pilot. The instructors are Lisa Seppi. Liz Schmitt, John Kane & Doug Pippin
 - ii. We are working with the vendors right now
 - b. Phishing update from Mike later in the meeting
 - c. TIP Grants are due on October 16
 - d. Web Upgrade update (Rick Buck)
 - e. Faculty Computer Replacement
 - i. New Faculty, 18 requests, 18 completed
 - ii. Departmental Requests, 25 requests, 14 completed
 - iii. SA and WTOP Requests, 18 requests, 18 completed
 - iv. VAPs, 18 requests, 15 completed

- v. Call for VAP - VAPs who have been with the University for three or more years will get a new PC if their PC is over five years old.
- vi. Timeframe for sending the call out, mid-October, due November 1
- f. FCR
 - i. Call went out in March last year.
 - ii. There were 59 requests that qualified.
 - iii. Additionally there were still ~30 PCs to get out from the request from the year before.
 - iv. Since that time we have all the old requests completed, and from this year, as of Oct 7, 2015 - 59 requests, 31 completed, 20 in progress, 8 to start
 - v. We will have all of the requests out by December 1, 2015
 - 1. Next FCR call
 - 2. When? December 1, due Dec. 15
 - 3. Cut-off date on age of computer? September 1, 2011
 - 4. VAPs will get new machines if they have worked here three years or more
 - 5. Workflow review
- g. Adjuncts
 - i. We will coordinate with department chairs/secretaries to identify adjunct spaces, gather asset inventory, coordinate replacements and user files.

7. Presentation(s)

- **Draft of IT Strategic Plan** (Sean Moriarty & Kelly Roe)

Comments/Questions

Marcia - The amount of input over time that you have received the process you used and to ensure that everyone had a voice is really appreciated. The grid on the last page helps us see that we are hitting all the points that we need to hit. We did get student input.

- Security Awareness month update (Mike Pisa)

Security pamphlets will be going out in the mail today to all faculty and staff.

Marcia - Thanks for the reminder. Career Services has a process that they offer students to clean up their online presence - Digital Dirt.

Mike - Help Desk does scans on computers if it is something that you are interested.

Paul Leary - Have 15-20 passwords, don't remember them, how do you manage this? First suggestion, make the document password protected; there are also applications available that are password protected.

Discussion regarding securing passwords

Dennis - Suggestion, do a pattern the keyboard that is familiar to you.

Natalie - back to what Marcia said, services from the HD. Services that are offered faculty are happy about the services provided at the HD.

- Update on new campus website from Rick Buck

About 20 sites in the que. Currently going through the review process, another 20 sending out notices to

moving along quickly. Want to get the main piece of the website off the server in Culkin Hall.

Kelli is holding training sessions **Tuesdays at 11:40 in 206 Marano, Wednesdays at 12:30 in 202 Marano and open Drupal workshops Friday at 12:30 in 202 Marano.**
Mike Flaherty - suggested putting the Drupal training schedule on Oswego Daily.

Meeting adjourned.