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Information Technology Committee Meeting Minutes, April 28, 2010

Information Technology Committee

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Information Technology Committee

Minutes for April 28, 2010

Present: Barbara Denison, RSCoB; Osvaldo Lopez, BSOM; John Gallagher, CECS; Sheila Shellabarger, Library; Sherrill Smith, CONH; Kathy Engisch, Robert Gilkey, COSM; Shelley Jagow, COLA; Maggie Veres, CEHS; Larry Fox, Terry Anderson, CaTS; Todd Brittingham, Registrar, Bryan Beverly, CTL.

NOTE: Thanks to Larry Fox for updating the CaTS list of projects. The numbers in the minutes cross-reference to the CaTS list.

I. CaTS Policies

- #4 Reestablishing authentication on all wireless networks
- #1 Unauthorized use of WSU's wired network and installation of rogue wireless access points

John Gallagher reported on the extensive email list of questions and answers about the SafeConnect software. The IT Committee also received this email thread. In addition, John and Larry Fox coordinated two meetings, April 16 and April 24, with CaTS and CECS staff to discuss issues associated with SafeConnect and the wireless authentication. Their recommendation is to proceed with the project for authentication on the wireless networks. The IT Committee agreed with this recommendation to proceed with #4 to reestablish authentication on all wireless networks. Faculty and staff need a clear statement of the client and what it does. CaTS plans to have FAQs as part of the information available. Implementation will be in the summer.

Implementation on the wired network (#1) will be at a later time after lessons are learned from the wireless implementation. The small CaTS and CECS group will also continue discussion before the wired implementation.

With wireless authentication in place, the free wireless access provided by Harborlink will be extended to the first floor of Russ and the first floor of Rike this week.

- #14 Secure the transmission of sensitive data in email

Questions were answered about the encryption. Senders can request encryption by putting "Encrypt" in the subject. If a document is encrypted, an email will be sent to the intended recipient informing them they have received an encrypted document. The recipient will need to self-enroll the first time they attempt to retrieve a document from the ProofPoint system. Once enrolled the individual can then login and retrieve the encrypted email and any attached documents. The system also allows the recipient to respond, encrypting the response.

Questions were asked what a user that receives the message has to do if they establish an account and then at a later time get another message and try to retrieve the message and forget their password. CaTS will explain at the next meeting on May 19th.

Maggie Veres moved to recommend proceeding with the project, Osvoldo Lopez seconded, and the motion passed.

It was noted that student email will be stored outside Wright State in the near future. This will free up server space for shared drives to 5 gigabytes and personal faculty/staff email to 2 gigabytes.

- #16 Automatic email forwarding

The IT Committee has requested a write-up from CaTS at our next meeting on how this will be presented to the university committee.

II. CaTS Updates

- #10 Windows Update

CaTS reported that currently there are pilots of Windows 7 in 026LX open lab and Cyber Cafe.

Fall Quarter 2010, CaTS will offer Windows 7 and Office 2010 in 012LX for testing and training.

The labs and electronic classrooms will not be going to windows 7 until Fall 2011 due to the cost of adding memory to bring machines up to 4GB. A large percentage of those machines will be replaced in the following year.

- #5 Wings Redesign

Terry Anderson reported that the Wings Redesign is live and requested feedback. Feedback was positive with specific mention of the advisor email.

- #6 Wings Express PIN and Security Questions

When users logon to Wings Express May 27, or their first login thereafter, they will be prompted to update their PIN and answer two security questions. The new PIN will not expire. The May 27 date was coordinated with the Registrar.

- #8 Grade Change Workflow

The grade change workflow has been tested in the Registrar's Office. It will be tested with faculty next week. A deployment date will be picked. The goal is to implement in time for spring quarter grade changes. After a faculty member submits a grade change, the department chair will receive it in their inbox.

III. CTL Updates

Bryan Beverly distributed a handout tracking the volume of podcast subscriptions and downloads of WSU on iTunes U.

The contract for Desire2Learn is in the Provost's Office. The plan is to start faculty tests and conversion of courses in the summer and run parallel for several quarters, probably through winter.

V. Next Meeting

The next meeting will be Wednesday, May 19 at 3:00 pm in the COLA Dean's Conference Room, 162 Millett.