Steering Committee for Information Technology  
July 20, 2011 Minutes

Time: 11 a.m.  
Location: CETES 206

Members Present: Chris Crandon for Donald Hall, John McArthur, Linda Phillips, Zoe DuRant, Jamie Glover, Jennifer Holland, Guests: Greg Duncan, Scott Putney  
Members Absent: Glen Pinkston, Ninette Carter

1. Minutes for June 15, 2011 meeting approved.

2. Meeting Frequency informational
   It was decided we should keep the third Thursday from 11 a.m. – noon on our calendars. Debbie will poll the group to see if there are topics for discussion and notify the group whether to meet or cancel and notify RESS of cancellation.

3. R23 Forms informational
   - 210 requests since 7/9/10
   - Completed: 170 requests for 2,783 hours

4. Blackboard Mobile App
   - Apple – In production
   - Blackberry – In process
   - Android – In process

5. System Roadmap – informational item that will remain on agenda through November:
   - Critical dates for planned system outages:
     - 11/24/11 – 11/25/11: AggieAccess and Banner will be unavailable for Oracle upgrade from 10g to 11g and operating system patches to Banner systems – postponed from March 17-18, 2011 – please remind your teams to be testing on TEST.
     - Any thoughts whether we should have ILT leaders sign off on testing completed for their functional areas?
     - We would like to set a disconnect date for our Sun servers that have IFAS and Insight on them. We had earlier suggested 6/30/12. Please continue to discuss this with your teams and send concerns to Debbie. I have received input from Ninette and Jennifer Bowen. The Registrar and Admissions Offices still require access on a regular basis. Greg explained the hardware is end-of-life. He suggested the raw data could be moved to another server. We can move IFAS over, however, Insight and Transit will not be available. Provost McArthur wants to ensure we can provide a full year of data reports before shutting down. 8/30/13 might be a better date. We will tentatively plan for this date on our System Roadmap. There will not be a shutdown until all stakeholders are aware. The danger might be if we lose a component and having the server repaired.

6. Pending items:
   - Implementation of 90 day password expiration. ManageEngine password portal software by ZOHO Corp is preferred software at a cost of $3,795. Plan to purchase with next release of capital funding
   - Viewfinity is software of choice to allow temporary admin rights for allowing software installation and downloads on PCs. Purchase options: 500 SaaS users is $20/license per year and that includes support (Subtract a 20% EDU discount) ($8,000/yr)  
   - 1000 SaaS users is $16/license per year and that includes support (Subtract a 20% EDU discount) ($12,800/yr) – or - we can buy a server and then buy their perpetual licenses out right and own them – 500 users would be $40/each. Not sure about 1000 users. We would pay 20% of the list price each year in maintenance/support, so therefore, there would be a lot more money upfront.
   - Do we know a timeframe for the next release of capital money?
7. **Money savings potential for PC power consumption management**
Scott described the opportunity that we have to set a schedule for desktops to run from 8 a.m. – 6 p.m. and after this time, it can spin the system down. Is it possible for the campus to set a time? Smart classrooms were mentioned as needing to have late hours. We might possibly consider 9 or 10 p.m. – 6 a.m. The window created by this might be an opportunity for Scott to update desktops. We will also review for labs, keeping in mind the two 24x7 labs we have. Provost McArthur mentioned he is looking at regrouping of how night classes are offered and considering moving them into few buildings for utility savings. We will keep this in mind.

8. **Migrating students to Gmail is scheduled for 8/1/11**
- Technical plans coming together
- Details for advertising are being prepared by public affairs. Below is the email students will receive:

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Subject: Student Email Change

Students:

Effective August 1, 2011, Cameron will be transitioning all student email accounts to Google’s Gmail instead of the current Microsoft Exchange email.

Important information about the new system:

- Your email address **will not change**. It will still end in @cameron.edu even though it will be run through Gmail.
- You will log in with Cameron user ID and password.
- POP and IMAP are supported. **This will allow you to retrieve Cameron email via your smart phone.**
- To access student email outside of AggieAccess, students should go to http://gmail.cameron.edu to log in. There will also be a link on Cameron’s homepage called “Student Email.”
- Gmail will also give you access to other Google tools, such as Google Calendar, Google Docs and other Google web applications.
- Mailbox storage size will be increased to 25 GB of storage instead of the current 1.5 GB.

Beginning August 1st, all new email will be delivered to this Gmail account. Students are encouraged to transfer any email from the previous (Microsoft Exchange) account to the Gmail account. Instructions for transferring these emails are available by clicking on “CU Gmail Help” at the bottom of the log-in page.

A help page for Cameron’s new student email is available by going to: http://www.cameron.edu/its/CU_Google_Gmail.pdf.

Please e-mail cuonlinehelp@cameron.edu if you have any questions.

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Jamie wanted clarification re: students that have become inactive. What was the criteria for determining inactive students? Students that have not been enrolled in four previous semesters or two future semesters. How long can students access exchange after 8/1? Will a 2 month retainer be long enough?

Email is going to Exchange. Concern is how do students get this message? Students can pull email from Exchange to Google.

A help page is available on the Google email login.
Jamie is ready to create posters and wants the email to go to Google accts as well. Nicknames can be turned on or off. Google does not allow a way to keep nickname or acct name private. It was agreed we cannot display directory. We may want to look at a search on the web. Scott will hide all student email in Exchange and global address list.

Margot will change her webpage and check with distance learning coordinator to see what other places might need a notification listed.

Posters need to be placed in all the labs, MCC, and Shepler, at the very least.

9. Banner related:
   - **DegreeWorks** – any news to report? Software was installed the week of 7/18/11.
   - **Inventory** (no change) – Business office will get back with us on plans and it may be desirable to have a SGHE consultant involved. Reporting requirement to Office of State Finance is a concern.
   - **Faculty compensation/overload module** - on hold, but there is a desire to move this module forward. It ‘appears’ the bulk of the data entry will be performed by academic departments. This module involves Human Resources/Payroll and Student. Is it possible that Institutional Research should take the lead on this project? A SGHE consultant will be required and training will be necessary, creating a funding request. Thoughts on who should take the lead? IRAA is working with a shadow system to complete reporting requirements.

10. Recent update installed on the servers
    - Due to a recent update installed on servers, older iPhones quit working. Apple issued a statement they will not create an update for the older phones to support Microsoft’s encryption. Seven users were affected and they have been notified their devices will no longer work.

11. Other Topics:
    - **Can we include ID pictures on Banner rosters?** It is our understanding this is possible. Much work has been performed to get the ID photos back on the HP 9000, as photos have been locally stored on the ID computers. CU-Duncan will also need to be considered for retrieval.
    - **What happens if the HP9000 goes down that houses the Blackboard Transaction software?** Debbie will provide a list to Provost McArthur.
    - **Do we need another ID card system?** The ID card systems locate at OneStop and CU-Duncan are not due for replacement yet.
    - **Provost McArthur stated Plan 2018 and Campus Master Plan 2025 are being developed. An ITS Planning Document will need to be created as well as ITS policies and procedures.**