University Information Technology Council  
March 11, 2005  

Minutes  

Attending: Matthew Borkowski, Barry Brode, Tatyana Dumova, Deb Glennen, Mark Grabe, Craig Cerkowniak for Dorette Kerian, Barry Milavetz, Jan Orvik, Judy Sargent, Jordan Schuetzle, James Shaeffer, Wilbur Stolt, John Watson, Tom Wiggen  

1) Discussion of Minutes from the 1/28/05 UITC Meeting  

Minutes from the last meeting were discussed and no modifications were suggested.  

2) Review of Closed Circuit TV (CCTV) policy  

Shaeffer distributed the latest draft of this policy previous to the meeting. Two specific ideas that emerged were:  
a) Make it clear in the policy that this policy does not include the use of web cams and that another policy will be necessary;  
b) Have the policy concentrate on the purpose of the policy and not the technology, e.g., CCTV.  

UPDATE: Julie Evans and I met with the new Security Committee on campus and many of the items raised by the UITC were raised by the Security Committee. A new draft of the policy will be completed soon.  

UPDATE: Wilbur Stolt did some research on the use of Web cams and below is his input:  
Jim:  
At the last UITC meeting, I said I would investigate webcam policies at some other universities. I have contacted librarians at the Univ. of Minnesota - Crookston, University of Wisconsin-Milwaukee, University of Oklahoma and Marquette University. So far - no written policy! I had an interesting conversation with the Director of Library Systems at the University of Oklahoma. They had used webcams for security at library exits, but switched to a closed circuit system after they were hacked a number of times. Marquette uses closed circuit TV from four rooftops on campus - security, UM-Crookston's webcam views are accessible from their public webpage, UW-Milwaukee didn't seem to be using webcams. So, I can't offer you any examples of written policies at this time, but campuses are using webcams/cctv for different purposes. I'll try to look a little more before the next UITC meeting.  
Wilbur Stolt  

3) Review of Mass Email policy  

Shaeffer distributed the latest draft of this policy previous to the meeting. There was overall agreement with the policy and Shaeffer will move the policy forward to the President's Cabinet.
4) Discussion entry IT skills

The examination of entry IT skills have been part of the IT strategic plan for the last several years and continue to be an action item on our current IT plan. With the help Vicki Thompson, Deb Glennen and Tom Wiggen, Shaeffer shared with the UITC several possible IT entry skills for students. Based on the conversation, the UITC was most comfortable with the following:

Basic Word Processing (create and save files, cut and paste, spelling…)

Basic Web Browser Skill (find course web pages, download instructor-provided files)

Basic E-mail Skills (contact instructor, turn in homework as an attachment….)

Basic Knowledge about Ethical use of the Computer (copyright law, privacy issues….)

The sub-council on IT entry skills will map these IT entry skills to a piece of software that will not only assess these skills but also provide remediation.

5) Other

Shaeffer shared with the UITC the STF proposals that were submitted to the President for his approval for Fall, 2004 as an FYI.