Meeting was called to order at 12:55 pm

In attendance:
- M. Parlett-Sweeney, F. Davis, S. Sargent, R. Koopmann, T. Shaikh ’11, G. Golderman (proxy of T. McFadden), J. Slater (proxy for K. George)

Absent:
- D. Cossey, A. Major ’12, A. Ramasubramanian

1) Minutes from 1/26/10 were reviewed and approved.

During review of the 1/26/10 minutes, Becky Koopmann stated that she continues to have delays in obtaining an IP address through DHCP primarily in the late mornings and afternoons. Mary asked Tayyab Shaikh how the network connectivity has been from the student perspective. Tayyab said that he lives in a house on Seward and has no connectivity problems there but notices delays when coming on to the main campus. He assumes that it has to do with moving from one wireless access point to another.

2) Update on Google Apps for Education
- Contract has been approved by College’s attorney; waiting for “execution” copy for signature before anything else can be done
- Expected Configuration and Implications of Change
  a. Email addresses for students will change with the switch; student addresses will become student@garnet.union.edu
  b. Username (i.e. part before @ sign) will stay the same. Considered changing the format of the username but current format is well liked by campus and fairly easy to work with. It might be necessary in the future if providing email for life (rather than an email forwarding service) becomes an option.
  c. Email sent to student@union.edu will be forwarded to the student@garnet.union.edu address through a student’s graduation but the primary address will be the @garnet.union.edu. ITS considered only keeping this capability for a short period of time but decided it would be more beneficial to students to provide forwarding until they graduated.
- Expected Transition
  a. Timeline of transition has not been finalized since it is somewhat dependent on when the execution copy of the contract is signed.
  b. Incoming first year students (class of 2014) will receive student@garnet.union.edu email address and no student@union.edu. This will happen in May when first year students typically receive their email account.
c. Most probably, other classes will transition after the first years get their accounts. Seniors (class of 2010) will not transition to Google Apps.
d. Mary asked if Tayyab would be willing to be moved to Google Apps early as part of the transition process. This way he can provide feedback and suggestions about documentation, the process, etc. Tayyab agreed. Mary will contact Ajay as well to see if he is willing.
e. General expectation would be that the move would occur either during spring term or during the summer.

- Questions?
  a. What applications will be available? Gmail, Google Docs, Calendar (considered to be standard suite of Google Apps) as a start.
  b. Jason Slater asked if we (i.e. ITS) would be able to create a calendar that all students can share or have access to in some way? His thought was that it would be helpful to have an academic calendar available through Google. ITS will investigate.

3) LMS Course Retention Policy – Mary distributed a draft of the course retention policy and asked that the committee review it so that it can be discussed at the March 2nd meeting.

4) Student Printing – Felmon Davis reviewed the starting draft of a document discussing student printing.

Gail Golderman discussed printing in the library and said that, from their perspective, most students didn’t edit documents before printing; that they simply came and printed. This led to discussion about how students access the existing pay-for-print system, where they get the card needed for it, and how they pay for it. Tayyab said he thought that the majority of students on campus only carry their ID and that having to find cash to buy (or add money to) the print card was a real deterrent to the use of the pay-for-print system. Tayyab wondered why, if students can buy things from a vending machine using their ID card, why they couldn’t pay for printing with their ID card?

Mary will check with Finance and try to find out information about possibly tying into the ID card or even the use of the ID number and no card (a little less secure).

Felmon asked that the committee members review the draft document in depth so that it can be discussed in more detail at the March 2nd meeting.

Mary requested that faculty members on the committee gather information about printing in labs and classrooms within their division.

5) No new business

The meeting was adjourned at 1:49 pm

Reminder: LCACT website: [http://minerva.union.edu/accsc](http://minerva.union.edu/accsc)