

## **Information Technology Council Meeting**

**10:30am, Thursday, October 21, 2010**

**Jacobson Hall, Room 206**

**Recorded by Tammy McCuen**

**Members present:** Robert Kelly, Jeff Boles, Chung Kao, Al Schwarzkopf, Tammy McCuen, Randy Kolar, Stefan Ice

**Members Absent:** Dennis Aebersold, Todd Stewart, Sam Callahan, Bur Millsap, Nick Hathaway

**Guests:** Nick Key, Sean Ensz, Melanee Hamilton

- I. Call to Order and approval of minutes
- II. IT updates
  - A. oZone system – Nick Key recommended Brad Burnett report at November meeting.
    - i. Al Schwarzkopf pointed out that oZone is critical and early issues to be dealt with (simple fixes as high priority) before new issues/products in Phase 2
  - B. D2L – Chung Kao asked members to go back to respective departments/colleges and ask for questions/recommendations bring back to next meeting
- III. Election of a Chair-Elect
  - A. Al Schwarzkopf volunteered and was elected by unanimous vote.
- IV. Suggestions and Questions
  - A. Useful tools (software) with OU site license – Chung Kao would like faculty to collect suggestions from colleges/departments for software requests to submit to IT for a volume purchase or site license. Apple – discount by volume (no site license). Microsoft – submit requests for IT site license. Acrobat/Adobe discount through OU compared to retail. Stefan recommended using WebForms to get away from software purchases/site license. Robert brought up the status of digital signatures across campus. At issue – bridging generational gap and their expectations for software interface. (IT store – campus site license or site license). Site license intended for institutional use only. Antivirus site licenses are available for home use. Microsoft has an institutional and personal use distinction. If using personal/home computer then must purchase the personal license copy separate from the institutional license. Windows7 and Office 10

install requires VPN for off-campus. Nick Key will add this information to the itStore site.

- B. New IT store qualifies OU as a certified Apple repair location for all products except iPhones or iPods. HP, Dell, Apple, Lenova – provides warranty work in house and other repairs for charge. Space will open eventually with Café Plaid for reserving meeting space when security is worked out between store and Plaid.
- C. Personal data on old computers – IT security – Al Schwarzkopf from last meeting is requesting a policy for this item. Nick Key explained the disposal and media sanitization policy (approved 2 years ago) is on the IT site and ITC site. Sean Ensz explained the disposal process for data on machines currently being used. Seek and Secure scan is available at the IT store site or IT can come to the department site. Seek and Secure scan is used to determine status of data identified as possibly sensitive and then determination of its disposal. More information on these topics are available at the following links.

Media Sanitization Policy -

<http://www.ou.edu/content/ouit/security/compliance/policies.html>

OU IT Store Equipment Disposal Service -

<http://itstore.ou.edu/category.asp?id=117&type=Policies&subid=761>

- D. Guidelines for college and department home pages – Melanee Hamilton from Web Communications reported on the guidelines. Focus on ease of navigation and getting around the university home page and around college/department home pages. Accessibility requires transcribing or captioning video posted. Want to make sure the pages are all easily identifiable as OU. Focus is on the 50 most visited sites to expedite the transition to the new site design. Adoption is going well across campus. Policy and guidelines are at

<http://www.ou.edu/home/webcomm.html>

Al Schwarzkopf requested the policy and guidelines be linked from oZone to the web page

V. Other business

Lecture capture RFP status? Number of responses? Tabled for next meeting.

VI. Meeting adjourned

**Next Meeting: Thursday, November 18, 2010 – 10:30am**