

MEETING DATE: April 22, 2003

PRESENT: B. Bellman, S. Cash, D. Frankl, N. Hunt, C. Khachikian, V. Seaman

EXCUSED: M. Epstein, R. Hayes, H. Yu

GUEST: G. Burns

1. Call to Order

The meeting was called to order at 1:40 p.m.

2. Announcements

There were none.

3. Intent to Raise Questions

The Committee asked for an update on the search for the Education Support Services Dean.

S. Cash mentioned that the recruitment process is underway.

4. Approval of the Agenda

It was m/s/p to approve the agenda as amended.

5. Approval of Minutes

It was m/s/p to approve the minutes of the meeting of April 3, 2003 (AIRC 02-05) with a minor edit.

6. Turnitin.Com

G. Burns, Director of the FITSC Lab, gave an overview of Turnitin.Com program to the committee members. Different issues were raised during the overview and so it was decided to agendaize this issue for the next meeting.

7. WebCT

G. Burns, Director of the FITSC Lab, announced that the license for WebCT ends on October 2003. She also mentioned that Dr. Lujan, Provost and Vice President for Academic Affairs has approved the renewal of the system.

8. Email Privacy

N. Hunt reported to the committee that email privacy does not exist within the campus. She continued by saying that an email privacy notice stating guidelines was distributed throughout the campus.

The committee agreed to submit a request to distribute an email privacy notification on a regular basis. The chair of the committee will contact Dr. Lujan, Provost and Vice President for Academic Affairs, Dr. Winnick, Associate Vice President for Academic Affairs and Dr. Anagnoson, Chair of the Academic Senate to discuss this request.

9. MAC Support

The committee members discussed how the budget is affecting the process of refreshing the Mac's.

C. Khachikian asked committee members to get a count of faculty users, labs and courses that require Mac's. After compiling this information he will contact Nancy Kudo-Hombo, Director of Financial and Support Services for Information Technology Services, to see what can be done to permit the upkeep of the Mac's.

10. Academic Technology Advisory Committee (ATAC)

The committee will ask Peter Quan, Vice President/Chief Technology Officer for updates on the TII in the upcoming meeting.

11. Software Policy

Software needs approval before purchasing.

12. Information Competency

Information competency will be discussed at the next meeting.

13. Liaisons Reports

13.1 Executive Committee Liaison:

N. Hunt reported that CSULA has taken the Homeland Security Alert very seriously and that the campus is well prepared. Alternate sites for data backup have been appointed.

13.2 ASI Liaisons: None.

13.3 Baseline Liaisons: None.

14. Adjournment

The meeting was adjourned at 2:45 pm.

The next meeting will be Thursday, May 15, 2003.