

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Academic Information Resources Committee

02-07 Approved

Meeting Date: May 1, 2003

PRESENT: S. Cash, M. Epstein, C. Frank, D. Frankl, N. Hunt, C. Khachikian,
V. Seaman, H. Yu

EXCUSED: B. Bellman, R. Hayes

GUESTS: H. Balta, G. Burns, N. Kudo-Humbo, P. Quan

1. Call to Order

The meeting was called to order at 1:35 p.m.

2. Announcements

C. Khachikian announced that he would be leaving early and that H. Yu would chair the meeting during his absence.

S. Cash announced that the Academic Senate will be discussing committee reorganization in their next meeting which is Tuesday, May 6th. She also mentioned that the Academic Information Resource Committee (AIRC) will possibly be changed from a standing committee to a subcommittee under Educational Policy Committee (EPC).

3. Intent to Raise Questions

There were none.

4. Approval of the Agenda

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

5. Approval of Minutes

It was m/s/p to approve the minutes of the meeting of April 17, 2003 (AIRC 02-06).

6. Updates on Issues left over from the previous week

C. Khachikian reported that he had not yet received a response from Dr. Lujan, Provost and Vice President for Academic Affairs and Dr. Winnick, Associate Vice President for Academic Affairs regarding Email Privacy notification distribution. However, Dr.

Anagnoson, Chair of the Academic Senate, responded by saying that the Executive Committee is discussing this issue and will find a solution.

C. Khachikian mentioned that he had not yet received all the college's information on Mac's and he encouraged everyone to get this information to him as soon as possible. Since this project will be an ongoing one it was decided to agendize this issue for the next meeting.

7. **Campus Network Report and SPAM Update**

Peter Quan, Vice President/Chief Technology Officer, Nancy Kudo-Hombo, Director of Financial and Support Services for Information Technology Services and Henry Balta, Director of Network and Communication Services, joined the committee members to discuss SPAM and network issues. The committee asked the following questions:

1. Give an update on the process of the campus website development and the implication of its standards on colleges and departments web design?

Response: N. Kudo-Hombo distributed a document with explicit information on the new website. She mentioned that the new Home Page is available for review at <http://www.calstatela.edu/newpage>. She continued by discussing the two levels of templates. The first level page template can be used as the first page for every division, college and department anything else will be considered secondary. A pilot program will begin in May 2003 with the sole purpose of determining the best practice to deploy the template university wide.

2. Provide campus measures on filtering SPAM.

Response: P. Quan responded by saying that there is no filtering of SPAM at the moment. He mentioned that his department is experimenting different alternatives. He continued by saying that the installation of Microsoft XP will help alleviate SPAM.

H. Balta responded by saying that his department needs to seriously evaluate what will be implemented to minimize SPAM. He also mentioned that Microsoft, Yahoo and AOL are working together to finish SPAM.

3. Provide an update on the causes of the problem we have had with the network these past weeks?

Response: P. Quan, responded to this question by stating that the unreliable wiring and spaces that house these wires are one of the causes of slowing down the network. Other causes were the processing of grades, the war and the increase of traffic of the GET website. P. Quan mentioned that the Telecommunication Infrastructure Implementation (TII) would change all this. The first phase, which includes work on

the Administration Building, Library and the Fine Arts Building, is scheduled to be completed by June 8th.

4. What are our plans for resolving and avoiding them in the future?

Response: P. Quan responded once again that the Telecommunication Infrastructure Implementation would be resolving many of our networking problems.

5. What is being done to trace IT infrastructure components to educational processes-so that upgrades, modifications, maintenance etc will not negatively impact them in the future.

Response: P. Quan responded by saying that his department has a time frame that they work under. The time frame is usually before 7:00 a.m. and after 10 p.m. on weekdays, also on weekends, and during quarter breaks.

6. Is it possible for us as faculty (and staff members too) to filter out (and delete) SPAM emails via MS Outlook? If so, are there some handy instructions that can be distributed as a help document to faculty and staff?

Response: N. Kudo-Hombo mentioned that at the moment Microsoft Outlook is the gatekeeper for junk e-mail. The ATS website provides instructions to manage junk e-mails through Outlook.

8. **Other Issues**

8.1 Turn-it-in

Gayle Burns, Director of FITSC, gave a brief overview of turnitin.com for those members that had not attended the previous meeting. She mentioned that a pilot program was underway. The purpose of the pilot program would be to find out how sophisticated the system is and to discover the best method to provide instructional services to faculty and support for students.

8.2 Information Competency

H. Yu distributed a document on Information Competency. She mentioned that she had attended an Information Competency Workshop at Humboldt University and discussed the pilot programs that are being practiced.

H. Yu asked the committee members if they would like to have someone speak on Information Competency and if they are interested in helping start a pilot program.

9. **Liaison Reports**

9.1 Executive Committee Liaison: None.

9.2 ASI Liaison: None.

9.3 Baseline Liaison: None.

10. Adjournment

The meeting was adjourned at 2:45 p.m.

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