Attendees: Lauren Adamson, J.L. Albert, Joan Carson, Mary Jane Casto, Ron Colarusso, Doug Covey, Dean Dabney, Dabney Dixon, Irene Duhaime, Bill Fritz, Ron Henry, Charlene Hurt, Steve Kaminshine, Susan Kelley, Amy Lederberg, Tom Lewis, Mary McElroy, Phillip Mitchem, Robert Moore, Carl Patton, Nancy Peterman, Jerry Rackliffe, Sterling Roth, Debbie Rupp, Edgar Torbert

Minutes of December 6 were approved.

President’s remarks

Dr. Patton reported on a trip to Washington to meet with members of the Georgia congressional delegation and their staff in pursuit of earmarks for STL and other projects, in the event earmarks are a part of the next federal budget. He also reported on on-going efforts with members of the state legislature to obtain funding for roofing and exhaust stack projects on the Board of Regents minor capital projects list, which was not recommended for funding by Governor Perdue.

Budget and enrollment updates

Dr. Henry reported Spring Semester enrollments exceeded projections with 296K SCHs compared to 288K SCHs last year. He estimated actual tuition revenues would exceed budgeted tuition revenues by $4M. He cautioned that the excess funds would not be available for allocation across units, because of intent to use these funds to purchase an office building, which would allow relocation of offices in Classroom South and Sparks Hall to permit re-conversion of the Classroom South space to classrooms and demolition of Sparks Hall for the Humanities Building project. He characterized this use of the excess funds as an investment in the future of the university.

Dr. Fritz reported promising figures for enrollment of 2,500 new freshmen in the next Fall Semester. He noted applications were up by over 1,000 and acceptances were up by 700-800. He pointed out the success of the first “instant admit day” program for which applicants hand delivered their credentials for an immediate response by the Admissions Office. He reported three National Merit Scholars had verbally committed to enroll, with two of them listing Georgia State as their first choice of institution. He predicted the average SAT score would approach 1100 for the first time, and he emphasized the access to high quality students theme.

Data stewardship and access policy

Mr. Albert presented a revision of the data stewardship and access policy based on requirements and findings of the Board of Regents and auditors. He noted the revised policy had been reviewed and endorsed by the Information Systems and Technology Senate Committee.

Dr. Carson called attention to the omission of Ms. Hader in the Provost Office as the data steward for faculty (MFE) data rather than Human Resources. She also noted issues with research office type data for faculty and data for several student services areas, including Counseling Center, Disability Services and Health Clinic, which were separate from the general student data. Dr. Fritz added that these specific student services areas were not on Banner, which was a problem. Mr. Albert commented that there were HIPAA issues, which would require further consideration as to how to proceed. Dr. Henry advised additional consultation with Legal Affairs.

Dr. Adamson pointed to problems in cutting off system access for terminated employees in a prompt manner. Mr. Albert responded that there were different channels depending on the nature of the termination; e.g., retirements were reported weekly by Human Resources. Dr. Adamson referred to problems in the past with notifications getting to the individual data stewards for their action, and in particular, noted the importance in cases of involuntary termination. Mr. Albert cited the complicating factor of multiple IDs for employees in accomplishing complete termination of access to all systems.

Mr. Roth spoke to issues identified in audits, but added that in some cases such as emeriti faculty there was a need to
Ms. Casto stated that there in fact procedures in place for handling the weekly lists of terminations provided by Human Resources with follow-ups for Spectrum, Banner, HR PeopleSoft, GroupWise, etc.

Dr. Duhaime expressed concern about the lack of specific definitions for data elements. Mr. Albert acknowledged the need for better data element dictionaries for the various systems.

Dr. Patton asked that the data stewardship and access policy be further reviewed and fine tuned for return to the agenda at a future meeting of the Administrative Council.

Remote access policy

Mr. Albert presented the proposed remote access policy, which would enhance security through the requirement of a VPN for remote access to on-campus computing resources in response to Board of Regents requirements to secure data. He explained that the secure shell methods for remote access use full encryption so that it is impossible to determine what is happening with applications engaged that way remotely. He added that the Information Systems and Technology Senate Committee had reviewed and endorsed the proposed policy.

Dr. Fritz commented that in some cases with high speed satellite access VPNs would not work. Mr. Albert replied that exceptions would be granted on an as-needed basis for particular IP addresses.

Dr. Dixon questioned how the VPN approach would ensure authentication of the users. Mr. Albert responded that each system had its own authentication elements, which would then come into play.

Dr. Henry made a motion to accept the policy as presented. Dr. Fritz seconded the motion. The motion passed.

Web policy

Dr. Fritz presented the proposed web policy implementing a content management system to decentralize content and templates to facilitate branding and identity. Ms. Casto added that the policy had been discussed with the Information Systems and Technology Senate Committee, the Deans Group, and Legal Affairs, and modified based on those discussions.

Dr. Adamson raised concerns about adequacy of resources for all departments to implement the content management system with support personnel already backlogged. Dr. Fritz replied that the plan was to phase in implementation, and that central offices had taken two years to implement the Red Dot software. Ms. Casto echoed this point citing at least 18 months for phase in and assistance with "stubbing out" the Red Dot environment to allow easy additions and modifications to web sites. She added that there would be ways to show creativity within the templates, and that these allowances might be broadened over time, but not unlimited. She pointed to the advantages of common navigation of web sites.

Dr. Kaminshine stated support for the concept of branding, but cautioned that the templates could be too detailed to the point of imposing designs rather than providing shells for design.

Dr. Moore asked about the composition of the CoreWeb Steering Committee, which would oversee web site development. Ms. Casto listed Mr. Albert, Dr. Fritz, Dr. Heyward, Ms. Hines, and Dr. Morris as members.

Dr. Moore asked about variations allowed for event publicity geared to specific audiences. Ms. Casto responded that there was a conference template, which addressed the standard information needed for all events such as name, dates, times, place, etc. Dr. Moore noted as an example that there were differences between design considerations for events for health policy and economic development. He added that a web policy was needed to bring uniformity across departments, but saw event pages as temporary sites targeting particular audiences.

Dr. Dixon commented that the Chemistry Department did not receive prompt assistance with computer problems with the current level of support staff, and would be impacted by an unfunded mandate to implement Red Dot. Dr. Henry responded that Red Dot would not involve workstation support personnel. Dr. Lederberg described implementation in
the Research Office as easy, and observed that maintaining web pages was as simple as using a word processor software package.

Dr. Colarusso spoke to the importance of consumers being able to find their way around web sites and the inclination to abandon looking at sites that proved difficult.

Dr. Adamson voiced concern about use of the oversight authority of the CoreWeb Steering Committee to remove web pages without informing appropriate administrators in advance. She urged inclusion of language reassuring that dialogue would take place in advance.

Dr. Dabney suggested adding a member to the CoreWeb Steering Committee more representative of the ground level users rather than having only upper level administrators on the committee. Dr. Patton suggested amending the policy to include the chair of the Information Systems and Technology Senate Committee on the CoreWeb Steering Committee.

Mr. Roth asked about the status of the section on procedures as to whether procedures were already available or in progress. Ms. Casto indicated several procedures were already in place.

Mr. Roth asked about availability of servers for departments, which did not have their own. Ms. Casto answered that those departments were served centrally.

Dr. Adamson asked about addition of language to effect the advance notice to administrators before removing web pages. Ms. Casto pointed out that such was already provided in the document, although couched in legalese.

Dr. Henry made a motion to adopt the policy with the aforementioned addition to membership of the CoreWeb Steering Committee. Dr. Fritz seconded the motion. The motion passed.

Customer service improvements

Dr. Patton commended the instant admit day program (see above) as an excellent example of a customer service improvement.

Dr. Fritz reported on very favorable student reactions to the Mega One-Stop Shop for Spring Semester.

Dr. Adamson reported on the Major Matters Program in the College of Arts and Sciences, which serves as an umbrella for various efforts to improve advisement with respect to selection of major and mapping programs of study.

Ms. Hurt reported on the reopening of the Library North floors.

Dr. Covey reported on the migration of the Housing web site to Red Dot and the implementation of the Adirondack Solutions software for on-line assignment of rooms.

Dr. Patton noted the launching of Spanish language web pages, and the importance of this service to Latino students’ parents, who do not speak English.

Ms. McElroy expressed gratitude for participation in the Faculty/Staff Day at the men’s basketball game on January 3 and noted the overall GPA of 2.92 for student athletes for Fall Semester.

Dr. Colarusso reported a #4 national ranking overall for the counseling education program by the Chronicle of Higher Education and a #1 ranking for faculty publications.

Dr. Kaminshine noted the lead role played by a third-year law student in obtaining the release of an inmate wrongly imprisoned for rape 22 years ago.