Present: David Barrett, Douglas Barthlow, Tim Bartness, Dan Benardot, Murray Brown, Laura Burtle, Reid Christenberry, Martin Fraser, Bill Fritz, Scott Owen, Stephen Rehberg, Cherian Thachenkary, Li Zhongshan

Also Present: Mary Jane Casto, Carolyn Gard

Minutes: Minutes were approved as presented.

Tech Fee: Bill Evans’ June 3 Tech fee report was electronically forwarded to the ISAT Committee members. FAC-P discussed setting aside funding for mission-critical proposals. This would mean those proposals would be funded, so why take the committee’s valuable time to discuss mission-critical proposals. Examples of such proposals discussed and approved in the past were: Student E-mail and the Alpharetta Center. These projects had no operational funds to cover them at the time the proposals were presented, and since they were geared toward students, tech fee funding was approved to cover the start-up expenses. The Senate ISAT Chair could advise FAC-P on mission-critical proposals.

A second discussion was about using tech fee funding to pay salaries. Scott said FAC-P supports the idea of only funding for start-up positions because 1) full-time staff would feel more secure knowing the money would be available long-term, which may not be the case with tech fee funds, and 2) because of the potential for growth in costs with annual raises, benefits, etc.

Motion to Revise the Faculty Handbook Regarding Learning Outcomes: Faye Borthick forwarded Motions to Marty for ISAT’s review and approval.

The Motion for a change in Section 401.01 Course Syllabus, to recognize the growing role of learning outcomes and their assessment in teaching and learning, and the proposed new section, 401.08 Assessment of Student Learning Outcomes, was shared with the committee. Discussion included such questions as 1) Does this mean there will be separate assessments on an ad hoc basis, (SAC wants learning outcomes and assessments, and there are multiple ways to measure objectives and to do assessing, other than grades); 2) Who will do the assessments and what is the level of expertise (this procedure would be generated internally, and this takes the current process, formalizes it, and acknowledges the objectives)? Motion passed with no changes suggested.

Motion on IS&T Composition: After some discussion, the motion was approved with the following change in the last sentence: The “Chair upon consultation with the ISAT Committee may designate ex officio, non-voting members in order to make appropriate expertise available to the committee.” The committee acknowledged ISAT meetings were open for anyone to attend, and mentioned that dates of meetings and minutes were posted for anyone to peruse. The committee is not in favor of increasing the size of the membership.

IT(Security)SC: The chair of the subcommittee, James Jones, was unable to attend the June 20 ISAT meeting but forwarded electronically the following report:

ITSS will be working to fulfill Tech Fee Request 1.3.6 (2003). The group will be working on developing a
framework for implementing this and closing out this item before November.

CERT Procedures - Building the active group to get this document completed and submitted. Details will follow as I get acclimated with this process.

Security Policy Update - Tammy's (Clark) working group on this will continue to flush out procedures to be inclusive of the items represented in legacy documents this new policy is intended to replace (current policies). Working toward July if possible.

Gather risk assessment data from the document that was introduced to the group a couple of weeks ago.

See what we can do to be more inclusive to underserved areas that have little to no support.

Establish some workable goals. Being new to the position, I can offer some off-hand:

1. Complete these documents (Security Policy, CERT)
2. Identify, purchase, plan, and deploy the Tech Fee item
3. Work through identified security vulnerabilities and see what members of the group or outside the group may have to offer to close some of this up.
4. Educate people that security is a participatory process. It is not passive and we all must recognize our inherent responsibilities to engage in good security practices. Our goal is to make this as transparent to the user as possible but we cannot deny that there will be some inherent inconveniences we may have to accept. Security is often inconvenient but is necessary regardless.

**IT(Support)SC:** Though this group has not held a meeting, Stephen Rehberg reported they have been in touch electronically regularly regarding, among other things, the recommendation of an HTML editor for Georgia State. The ITSS was requested by the ISAT Committee through Faye Borthick to look at the various editing options available to faculty and to either make a recommendation or give the conditions under which a faculty member would select on of the HTML editing choices. After careful consideration and much debate the ITSS does not feel it appropriate to recommend any one HTML editor or HTML editing choice to the Georgia State faculty. However, ITSS does suggest that using either Dreamweaver or Frontpage may meet one’s needs. A third option for creating web pages, but one which does not involve an HTML editor, is the option to use MSWord and then “Save as web page.” This method will create HTML pages, but it is not an HTML editor and there are many tradeoffs for its simplicity. In all the instances mentioned, the ITSS does recommend very strongly that before making a software decision, a faculty member should consult with the IT support personnel for his/her department and college. One’s college may not support certain HTML editors for technical reasons. Only that IT support staff can advise appropriately.

**TLTS:** David Barrett reported this group will not meet over the summer, therefore, there was no report.

**University Information Systems Use Policy Draft:** Several concerns were raised:

**Standard 9.3: Appropriate Use, a)** Users shall not provide network or computer-based services using University Information Systems without prior written approval and registration. Does this mean approval must be received before putting up a web course? Committee requested clarification.

**Standard 9.6: E-mail, c)** The University reserves the right to discard incoming mass mailings (spam), without notifying the sender or intended recipient.

**Standard 9.11 Web Pages, a)** Users wishing to create a web page must obtain the appropriate authorization
Standard 9.12: Wireless Access, c)  *Wireless systems at the University shall not be engineered or configured to support continuous coverage of roaming Users across the campus.*

Reid suggested that since the use policy is a merging of multiple sources, and to understand the meaning and underlying reasons for these standards, it would be helpful to have Tammy Clark, Data Security Information Manager, UCCS, produce a summary of the consolidation. The committee agreed. The use policy will be added to the agenda once these concerns are put to rest.

**Annual Cycle:**  To inform new members and refresh memories of current members, Reid distributed a calendar showing activities the Senate ISAT Committee, in its advisory capacity to the Office of Information Systems & Technology (IS&T), should consider at its monthly meetings. For instance, in July and August, the committee will review IS&T’s proposed action items for FY04, etc. Reid asked the members to send him e-mail prior to the July 18 meeting about any initiatives needing to be addressed as they start this process.

According to the calendar, sometime in August or September Reid will schedule a meeting with the ISAT Chair to discuss the Tech Fee process. E-mail Dolores@gsu.edu for a copy of this calendar of events.

**Modem Pool/Dial-up Usage Summary:** Mary Jane reported on the dial-up usage and distributed a report dated June 14. She reminded the committee that elimination of the modem pool is in keeping with IT Strategic Plan 5.1.2 *Ensure off Campus Net Work Access* that says: “...the institution decided that it did not have sufficient resources to provide off-campus access to the Internet for students, and encouraged students to obtain access via a third party Internet service provider (ISP). At that time, Georgia State had ninety modems and the decision was made not to continue enhancing that service. Although the technology is approaching obsolescence, it is still used by faculty and staff. Given the wide range of options for ISP connections, the institution needs to continue its direction set in 1996 and disengage from continuing to act as an ISP for faculty and staff.”

Since peak concurrent use is 35-40 sessions, the committee suggested the users be informed this service is being reduced to 48 modems for the time being and will eventually be phased out. Annual circuit and equipment maintenance costs for 96 modems is $33,300 and for 48 modems, it will only be $18,900, thus there will be some savings in the reduction of modems. Communicating information on 3rd-party ISPs would also be helpful.

**Electronic Signature/workflow tracking:** Tim Bartness asked about electronic signature software and if the ISAT committee had reviewed and/or approved its use. A State law has been passed approving the use of electronic signatures and some units within Georgia State are really interested in using the electronic signature approval method. Bill Fritz discussed Campus Pipeline product that will track workflow process that could be used instead of electronic signature. He reported the Board of Regents recently signed a site license agreement for Campus Pipeline content management and review process through to production that Georgia State University may hook into. Reid offered to provide a synopsis on electronic signatures at a future committee meeting.

**Security:** The recent hacking of UGA and Georgia Tech was discussed. Faculty and staff need to be made aware of the dangers of unprotected computers. Deans and vice presidents should require that all computers run Norton Antivirus and that it is kept updated. Tammy Clark is looking at firewalls and will offer proposals when her study is complete.

Meeting adjourned at 3:05 p.m. Next meeting scheduled in 718 General Classroom at 1:30 p.m. on July 18.