

ATAC Meeting Minutes
Wednesday, January 21, 2004 3:00 p.m.
Morgan Hall Conference Room

Those present were: Willa Fitzpatrick, Anthony Ianno, Carl Mueller, Debbie Standridge, Ginger Perry, Lynda Lee Purvis, John Kooti, Laurie Lucas, Colette Long, Frieda Jones, Janice Cliett, Sheila Jones, Boris Peltsverger, Lori Urbani, Jim Neale, and Becky Morris.

1. Approval of minutes of the December 2, 2003, meeting. - Dr. Kooti moved that the minutes be approved. Willa Fitzpatrick seconded and the motion passed.
2. Carl Mueller agreed to be secretary for the meeting.
3. Old Business
 - a. Banner timeout issues and solutions
 - A thorough analysis of traffic from the Registrar's computer revealed some anomalies regarding buffer size and frame size. Solutions to those are being addressed. The next development will be the vlan for Sanford Hall. This will be the initial vlan effort for geographical sub-netting the campus. Lori commented that she had only been "kicked out" of Banner once lately which is a great improvement.
 - b. Student e-mail server status report
 - The new email server (radar.gsw.edu) is setup and working. next step is to set up student accounts and provide students with the information they will need to be able to access and use their new student email account. This will be completed as soon as possible. Concerns have been raised about the appropriate use of these new student accounts, and policies will be in place to address these issues.
 - c. Policy updates and security practices
 - The computer and network use policy <http://www.gsw.edu/~oiit/computerpolicy.shtml> is in the process of being re-written and updated to include policy related to network security, policy on server administration, policy related to hardware and software standards, lab policy, anti-virus software policy, wireless policy and policy to address peer to peer sharing.
 - The web site policy <http://www.gsw.edu/~oiit/webpolicy.shtml> is in the process of being re-written and updated to ensure common look, functionality and security of all university, college and department web pages.
 - OIIT is also in the process of developing a Network Security Plan. USG Board of Regents requires that each campus develop a computer security plan: <http://www.usg.edu/oiit/policy/security.phtml> *"Each institution shall develop, implement, and maintain a computer security plan which follows guidelines provided by the Office of Information Technology. Institutions should submit the plan to the Office of Information Technology for review and approval."*
 - New computer use policy , web policy, network security plan should be in place within the next couple of months. So, there is a need to educate the campus user community (students, faculty, staff) on information security risks and best practices. We are looking for the most effective way to accomplish this objective. Would like input - "what would be the most effective way to reach the members of your respective departments?" Informational websites, classes, etc.
4. New Business
 - a. OIIT Strategic Plan is available online at <http://www.gsw.edu/~oiit/strategicplan.shtml>.
 - The ATAC committee is requested to review the plan and make comments and suggestions to Dr. Ianno regarding any omissions or oversights.
 - b. Replacement server for lanina
 - Banner users will be the primary users of this new 2003 banner/peoplesoft forms server and Peoplesoft users will run forms from //lbu/usg\$.

- c. OIIT staffing – Banner and Peoplesoft
 - Systems administration for Banner/email support will be handled by a student worker (Tim Faircloth) until at least the start of fall Semester 2004. Robyn Devane will continue to provide Peoplesoft support.
 - d. New Technology Fee Request Procedures
 - A new form has been developed that will be required for any future technology fee purchase requests. The form is available on line at http://www.gsw.edu/~oiit/forms/stf_fy04_request.pdf
 - e. Wireless in Dorms
 - The vendor has been on campus today (Wednesday, Jan. 21) to discuss setting up a site survey for an upgrade path for wireless computer connectivity in the residence halls as what we have now is over-committed. Dr. Neale commented that it would be a nice goal to eventually have the entire campus including outdoor areas wireless. Education wants 2 classrooms upgraded and wireless added to the building atrium. Wireless connectivity for the Library is also part of the survey.
 - f. Getting started with campus technology for students
 - A new web site is being developed that will provide comprehensive information to students regarding all aspects of technology at GSW including: OIIT contact information, computer use policy, network security requirements (virus protection / critical updates), student email procedures and policy, computer lab location hours and software, Hurricane Watch / GSWTV, WebCT accounts and procedures, On-Line courses, RAIN, Library resources, On-line registration, recommended computer models and standards, recommended software, hardware requirements for connecting to the GSW network (dorm specific). The site is in development at <http://www.gsw.edu/~oiit/GettingStartedStudents.html>
5. Next meeting date – February 25, 2004, 3 pm in the Morgan Hall Conference Room.
6. Adjourn – the meeting was adjourned