

ATAC MEETING MINUTES

July 1, 2003

In Attendance:

Willa Fitzpatrick, Becky Ann Morris, Laurie Lucas, Lynda Lee Purvis, Anthony Ianno, Mary L. Gendernalik Cooper, Margo Weaver, Boris Peltsverger, Freida Jones, John Kooti.

Margo Weaver volunteered to take minutes.

The minutes from the previous Meeting of June 9, 2003 were approved.

Student Email: The new server is set up the next step is to have all the student's accounts set up. Their email address will be their first initial and last name. Numbers will follow duplicates addresses. This project will be complete by Fall.

How to get the notification of these new accounts to the students was a big discussion. It was decided that we would use the following ways to notify students of their new accounts: article in campus newspaper, message on Rain, notes in campus computer labs, Note posted where students pick up parking decals, get faculty to announce first week in classes, information booth in student center, flyer mailed out with bills, message on GSW homepage, reminder from advisors in October at Spring pre registration.

Email List-serves: Dr. Ianno explained the three listserv categories (Faculty, Staff, & Students) The student list-serve will have to have a system administrator to approve what is sent out to students.

Department Web Sites: Stevlana has a student working with her updating department web sites. Please email her with request for your department.

Faculty Web Pages: Dr. Ianno reported that all faculty web pages were moved to the ITC server.

Banner: Dr. Ianno reported that Banner underwent a major upgrade and now has a new server; this was a good improvement for Banner.

Online Technical Support Training: Dr. Ianno reported that the web site is now available and encourages all technical support reps to do the on line training and request one to one training if they need it. More training will be made available during planning week in August.

Next Meeting: August 5, 2003 at 3:00pm in the Foundation Board Room.