

**MINUTES**  
**Information Technology Advisory Committee**  
**December 2, 2011**

Attendees: Adrian Aron, Jeff Aspelmeier, Bruce Buskill (for Steve Helm), Tim Channell, Judy Grigsby, Axel Grossmann, Jon Harris, Maung Htay, Jaime Hunt, Danny Kemp, Janice Linkous (for Ariel Pena), Randa McDonald, Jackie McNabb, Michael Moore, Ed Oakes, Santhosh Parameswaran, Bill Shorter, Dennie Templeton

Absent: David Falletta, Patrick Reed

The Information Technology Advisory Committee was called to order by Jeff Aspelmeier, Chair, at 3:00 pm on December 2, 2011. Jeff asked for approval of the November 8, 2011 minutes. Jaime Hunt motioned, Jackie McNabb seconded, motion carried.

Ed Oakes stated that alumni email will be migrated to live.edu. The old email addresses will have an auto response telling the sender the new email address.

Ed said that there would be a Clean Access upgrade in January. January was chosen so there won't be an interruption during exams if something should go wrong.

Jackie McNabb announced that Mobile Apps will be coming in January. The Mobile Apps are currently being test by a group of students.

Ed discussed automatic locking of inactive computers. To comply with state and RU security guidelines, DoIT will be updating the security configuration for all faculty and staff Windows computers so they will automatically lock the computer after 30 minutes of inactivity. Users will subsequently be required to reenter their passwords to continue using their computers.

Jeff Aspelmeier reported that the Web Site sub-committee has discussed some options for website development software but would like to meet with Ed Oakes to discuss several logistic issues that the committee has identified. He asked if other sub-committees had met. Ed Oakes stated that the sub-committee for computer recommendations for students and replacements for faculty had not met yet but would meet and give a report at the next meeting. Adrian Aron stated the same thing regarding the sub-committee to discuss mobile strategy and purchasing apps from iTunes.

Michael Moore motioned to adjourn, Axel Grossman seconded. The meeting adjourned at 4:35 pm.

Respectfully submitted,

Linda W. Kipps