

Academic Computer Policy Board

Meeting of February 19, 2003

Present: Bjorklund, Lembke, Peters, McKelvey

Called to Order: 3:18pm

Approval of Minutes

- Minutes from the meeting of 12 December 2003 were approved.

Announcements

- Roberta will be meeting with the Dean's Council on March 5th to discuss laptop computers.
- Spring equipment requests are due April 1st. Requests are expected to exceed available funding.
- The database relating classrooms with the technology available in those rooms is back on line. This allows instructors to assess technology capabilities by room.
- When the new records and registration system comes on line faculty will automatically be included in course email aliases. Right now, faculty must specifically request to be added to the email aliases for the courses. The current process is necessitated by the current database organization of class information and faculty information. The new system will address this design problem.
- David Schodt and David Booth will visit the ACPB to discuss the Strategic Plan.

Discussions

- Discussed whether the stolaf-emeriti email alias should include email addresses for non-faculty retired employees. It was decided to continue the current policy of only including retired faculty in this list. It was also pointed out that anyone with a St. Olaf College email account could set up a personal email alias which could include the stolaf-emeriti list as well as any other retired employee's email address. This personal alias could be used by anyone as a retired employees email alias.
- We examined the current fiscal year IIT budget and spending. Things appear to be on target for ending the fiscal year on budget.
- Occasionally, faculty temporarily store data on the college's central servers which are confidential and/or sensitive. It is important for such users to understand that all data on central servers is backed up

nightly, and thus is retained by the college for a long time. This retention may violate confidentiality agreements faculty (and others) entered into when given the data. Roberta will create a web site to explain methods of handling this type of information on college computers.

Faculty Privacy Policy

- We briefly reviewed the current draft of the proposed faculty data privacy policy. We will forward suggested changes to Roberta and discuss this at our next meeting. After these changes are incorporated, the document will be forward to Assistant Provost Ostebee and the college attorneys for their comments.
- We will also undertake to organize a faculty forum to discuss the proposed privacy policy. The tentative time for this forum is 3:15pm on March 13th.

Meeting adjourned: 4:10 p.m.

Respectfully Submitted,
Steve McKelvey
Acting Secretary, ACPB