

Information Technology Team Meeting

Date: 1/15/2010

Time: 2:00 PM

Location: EGF 115 TRF 545

Chair: Stacey Hron (Charles led meeting today)

Recorder: Holly Deschene

Next meeting date: January 22

Members Present: Wyndle, Charles, Scott, Holly, Joanne

Members not present: Stacey, Jennifer, Juan, Dave, Karleen

Agenda

- Anti-virus
- Zen
- Log in issues in TRF
- Image Now
- Groupwise/Exchange
- Home Directories/folders for students
- Sharepoint
- Communication
- Goal for next six weeks

Team Minutes

1. **Anti-virus:** Antivirus turning itself off has been taken care of. It was an Outlook issue. Definition files are still out of date and Symantec is aware. 3 universal installs 32 bit 64 bit and laptop.
2. **Zen:** starting to Zen in TRF
3. **Log in issue** with instructor classroom workstations.
4. **Image now computer** locks in FA in EGF: could be a policy issue, Charles would like to see the problem the next time it happens. Zenned laptops in EGF are bringing up a second login box for Zen. This is because of wireless. They need to actually log into Zen on hardwire once to create the account and then this should not be an issue.
5. **Please start think about:** If all goes well there will be user accounts created in Active directory next week. Once that is up and established, Scott and Charles would like to establish a Radius server which will allow authentication of wireless through the operating system. We currently do not have one.
6. **Groupwise/Exchange questions:** Are we going to move to GW 8 or move to Exchange?
7. **Home directories:** They are used differently on each campus and between students and faculty and staff. There was quite a discussion about getting rid of student home folders and not hosting student email accounts. Things to think about: CAD, Networking students. Need to devise a plan for faculty for material distribution for students. ie: exe files and large files needed for class that can not be loaded into D2L. We need to survey faculty to see what means they use to distribute materials to students.
8. **Sharepoint:** What are we going to use it for? Is it supposed to replace VO? Document management-how do you want that to work?
9. **Communication:** With all of the changes that are proposed or that are currently happening, we must inform stakeholders (faculty, students, and staff) of the changes well in advance. It is important to IT credibility to keep our users informed every step of the way so they can prepare.
10. **The goal** in the next six weeks is to get all employee machines in TRF on Zen to get rid of the Administrator Account.

Adjourn: 3:00