

Technology Core Team

Lancaster 223

September 8, 2009

Members present:

Andy Brovey

Virginia Kinman

Tracy Nelson

Karen Schinabeck

Ling Whitworth

Hazel Duncan

Jay Lynn

Paula Prouty

Chris Shumaker

Dave Hooper

Bob Murray

Larry Robertson

Angela Stimpson

Jay Lynn introduced Andy Brovey, the new Director of Instructional Technology Services, as a new member of the Technology Core Team.

Lynn distributed the Banner 8 Summary of Changes document. Lynn highlighted that significant changes made in Banner 8 would address the security of the Banner system. A test environment is now available for testing changes prior to their implementation. In addition, the number of people with access to student data will be addressed as people currently have more access than is necessary to fulfill their job duties. Bob Murray clarified that the recommendation to control access to data in Banner was a recommendation from both state and internal auditors. Lynn also clarified that the Banner 8 upgrade would not result in changes to any data, but would instead be an interface change.

Chris Shumaker stated that the Banner 8 upgrade would be addressed in the next Longwood University Banner Users Group (LUBUG) meeting which is to be held this month. Lynn clarified that the Banner 8 upgrade project timeline will be created by LUBUG and will be provided to the Technology Core Team in the future.

Lynn informed the group that student IDs would be changed to use the same format as faculty and staff IDs. The change is to be made at fall break. The message has been communicated to students and communication to students regarding the change will continue. While there are no anticipated problems, because the change will be occurring mid-semester special concern exists for the impact to Blackboard and the portal. Shumaker clarified that the change was being made for consistency between Active Directory and Banner.

Lynn informed the group that a product had been brought in-house for image storage. Shumaker explained that the product was an open source product that houses digital images in individual galleries. The product is running on university servers now. Capabilities exist to implement permissions for access to the galleries. Public Relations has looked at the system and the Center for the Visual Arts and the Library will also be reviewing the system. Paula Prouty suggested that Nancy Shelton in Alumni Relations be consulted as she may be interested in digitizing images.

Shumaker discussed the continued move toward running the open source Linux product Ubuntu for both servers and desktops. Any who are interested in being involved in the use of Ubuntu are welcome. The high cost of campus software contracts is the major factor driving interest in open source products such as Ubuntu and Moodle, an open source learning management system that is also of interest.

Lynn provided an update on the OneCard project. The connections and computers are in place and functional and now the work is focused on developing business practices. Longwood's implementation is unique because of Longwood's size and relationship with the state for financial management.

A OneCard office is still planned for implementation and the office management position will be funded by student fees. A proposal will be made to the Board of Visitors in their December meeting to implement a student ID fee. Once approved by the Board the fee could be collected beginning in January. The system will be ready when the manager is hired with hiring expected to occur in the spring semester.

Hazel Duncan brought up the issue of other departments on campus wishing to use the Foundation's card processing systems and she was interested in how departments will be able to make use of the OneCard system. Lynn explained that cash collection sites have been set up across campus, such as the library and the post office. Specifically Duncan was referring to the Theatre Department which wished to sell tickets to their events. Shumaker stated that the Theatre Department had been referred to Athletics which uses an online ticket sales system. Current ticket selling procedures of the Theatre Department are unknown.

Dave Hooper brought up an issue encountered when converting departmental web sites to the web content management system RedDot. Some departments have had specific functionality developed for their web sites as a part of class projects and would like that functionality to be included on their departmental sites. Shumaker clarified that code that is written outside of Information and Instructional Technology Services (IITS) may be put on servers as long as it is reviewed by IITS staff. Shumaker can work with departments to address where to host the code.

Murray inquired about receiving a prioritized project list. Lynn stated that currently he is working with Frank Moore, Vice President of IITS and Chief Information Officer, to identify what types of projects the IT project manager would be working with and the project list can be developed after those decisions are finalized.

Shumaker raised the issue of storage space on university servers. He is currently investigating options for individual personal or departmental storage spaces. The misperception continues to circulate that IITS is backing up the "My Documents" folders of faculty and staff desktop computers which is not the case. In addition, as capabilities for storage expand retention must be addressed. Data on the servers is state data and is accountable to state retention requirements.

Hooper suggested research into an open source solution for syncing documents from the desktop to a server. Shumaker reported that since a conversation with Hooper he had been investigating such an option but he had not identified a feasible option.

Murray suggested Lydia Williams, Archives and Records Manager, be invited to a future Technology Core Team meeting to discuss retention issues. Murray will contact her to arrange her visit with the group. The group agreed that retention would be a major undertaking for Longwood.

Virginia Kinman sought information on how Nolij could be used for records retention. Shumaker explained many different departments are using Nolij and it is licensed for the entire campus. Nolij has capabilities beyond scanning that will allow you to drag and drop documents from your desktop. However, the data must be organized around an entity that is currently in Banner, such as a student. In addition, when a document is scanned it is dated by the date of scanning, not the date the document was actually created, which may complicate adherence to retention schedules.

Minutes submitted by:

Melissa Short