Liaison Committee on Academic Computing and Technology  
Meeting Minutes  
September 17, 2018  

Meeting was called to order at 1:00 p.m.

In attendance:
- M. Anderson, F. Maloy, N. Mann, F. Orellana, S. Sargent, D. Snyder, E. Yu

Absent:
- Two students from Student Forum

1. Review and approval of Minutes from 06/04/2018
   a. Approved

2. Faculty Retaining Email
   a. There was a discussion around how long email is active and what happens when a person ends their relationship with the College. There is policy in Academic Affairs for Emeritus faculty. For everyone else, the standard time for deactivation is two weeks after the employment relationship ends with the College (e.g., resigns, contract runs out). A point was made that there is often a need (e.g., research, writing recommendation letters) to keep a relationship with the students/colleagues at Union College after a time span of two weeks. Keeping the Union email account active for at least an additional year is suggested. Ellen makes the point that for the last eight years she has been at Union College, no issue has arisen about faculty email account extensions. If people ask, ITS will extend when accounts are deactivated (after talking to the Chair of the respective department). Ellen will investigate if there is in fact an additional policy that can provide further direction on this matter. However, policy for faculty is not something ITS decides but rather Academic Affairs. We can discuss it here in LCACT and forward recommendations on to Academic Affairs, if desired. Steve Sargent said he can take the lead on furthering this discussion.
   b. As an aside, Ellen advises that Emeriti faculty talk to chairs not only about retaining email but also what it means in terms of buying their Union owned computer. If a faculty member buys it, s/he can’t install Union software.

3. Updates on Data Classification
   a. Ellen met with FEC during the last meeting of Spring term and gave them the latest drafts (which the LCACT has seen). During the summer, Ellen sent out a note to all faculty that she will attend Division meetings this fall. She is scheduled to meet with FEC towards the end of the term.
4. Updates on KACE
   a. ITS did not implement software deployment (OS and critical security updates) to faculty machines over the summer due to several staffing changes, as well as shifting of roles and responsibilities around the administration of the KACE application as a result of the ITS reorganization. In addition, in Oct, Apple is making changes to how imaging works which will mean KACE cannot be used to image Apple computers. ITS is transitioning to Jamf. Currently, the department is coming up to speed with how to use and manage the Jamf deployment software. In addition, Microsoft is following the same imaging model as Apple and it is very likely that KACE may not work with Windows machines in the future.

5. New Union Website
   a. The Committee provided feedback and recommendations about the new ITS website (e.g., on the overall website, the menu on the top is hard to get to on an iOS device, the top versus bottom bar in the menu, replace picture on ITS homepage, include change password link on home page). The Committee also provided feedback on the Library’s new site (e.g., in the dialog box, replace text with “Search”, put after My Primo Account Search link, keep banner consistent on all pages). Ellen reminds the Committee that content design for the entire Union website is owned by Communications & Marketing and not ITS. If they find missing links, problems, etc., they need to email Communications (versus ITS).

6. New Business
   a. none

The meeting was adjourned at 1:45 p.m.

Handouts:
• Minutes 06/04/18

Reminder: LCACT website: https://its.union.edu/lcact