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

In attendance:
- E. Borkowski, F. Maloy, G. Reich, S. Sargent, D. Snyder, K. Striegnitz,
- T. Torello (Guest)

Absent:
- J. Boggs ‘18, B. Hagen ’19, F. Orellana

1. Review and approval of Minutes from 9/21/2016
   a. Approved

2. Communication Policy Discussion with Tom Torello, Chief Communications Officer
   a. Tom would like some feedback from LCACT in order to determine if a policy needs to be drafted for dealing with faculty communicating with incoming freshman, and if so, what should be included within the policy. Currently, no one is able to send information directly to incoming freshman during the months of May-September before they arrive on campus. Faculty must send a request to the Communication’s Office who will include the information within a monthly newsletter sent to these students over the summer (except August, when two newsletters are sent). The downside is that emails come from Communications, so people reply directly to Communications instead of the appropriate contact person listed in the newsletter. There is not a formal written policy in regards to this communication.

   b. The Committee informed Tom that they haven’t heard of any issue contacting incoming freshman. Furthermore, it is the Department Chair’s responsibility if something needs to get sent to students beyond the department. For upper classes, there doesn’t seem to be an issue. However, faculty can’t post to the Union-Student lists (or other lists like Union-Faculty). There is a recommendation to review who can send to what lists and make changes as needed.

   c. The other listserv is the campus-events list, which largely contains emails about student events. Should there be a separate “student events” listserv and an “all events” listserv? The Committee remarked that while it can be a nuisance, folks can create an email filter and/or can control their notification settings (e.g., digest mode).
d. The overall recommendation is for Tom to put together a policy for first year student
communication but that nothing is needed for the upper classes. We can always
revisit if it becomes problematic.

3. Listserv Policy Review
   a. It is suggested that under the Official Group section, groups should be listed to show
      “official” versus “unofficial” lists. Three options should be made clear: a) subscribed,
      and can’t opt out, b) subscribed, and can opt out, or c) opt in/opt out. The older policy
      stated only <union.edu> email addresses could make up a list. Now it is possible to
      have a non-union email on a list but the owner of the list has to have an active, Union
      College email account. If someone wants to start a new list that contains non-Union
      email addresses, Ellen must approve it. To see all Google group lists, simply go to
      <groups.google.com> and then “Browse All Groups”. A description of the Google
      group is visible if it was added in the group settings. It is noted that Google Apps for
      Education (GAFE) recently changed its name to “G Suite”. Several typos are
      highlighted that need correction.

4. MacOS Sierra
   a. The new Mac OS is out. ITS is temporarily blocking the ability to download until ITS
      is able to test it with all Union College enterprise applications.
   b. If you missed the announcement over the summer, Windows 10 testing is complete
      and is available for download. However, ITS is not installing Windows 10 in
      computer labs. It is possible to go from Windows 7 to 10, but it is noted that the
      interface is very different.

5. New Business
   a. A compliant was raised about the College’s email naming convention. When is it
      possible to request an alias? For example, if someone has a name that is hard to
      pronounce is that sufficient rationale?
      i. ITS does not want to set a precedent, however, requests are reviewed on a case-
         by-case basis. In the meantime, people with questions or naming requests are
         advised to call or email the Help Desk.

The meeting was adjourned at 1:50 p.m.

Handouts:
• Minutes 09/21/2016
• Listserv Policy (November 2011)

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