Liaison Committee on Academic Computing and Technology
Meeting Minutes
October 29, 2018

Meeting was called to order at 1:01 p.m.

In attendance:
- M. Anderson, S. Ho ’19, F. Maloy, N. Mann, F. Orellana, S. Sargent, Q. Shi ’21, E. Yu

Absent:
- D. Snyder

1. Review and approval of Minutes from 10/1/2018
   a. Approved

2. Proposal for Faculty Retaining Email
   a. Steve Sargent emailed a recommendation to the committee. There was discussion around whether the committee wanted to request retaining email access or forwarding email. Concern is that students will be emailing requests for student recommendation letters – how will they reach faculty who have left? When a faculty member leaves, it affects three years of students who will still be here when they leave and potentially need to reach out to the professor.
   b. It was noted that 1 year Visiting Professors may be different.
   c. There was a discussion about student email access. It was noted that seniors have access to their email accounts for one year after graduation. It used to be 6 months, but several years ago student forum requested it be one year due to students trying to find jobs. Elle will find out if students have access to all systems during the one-year period they have their email access.
   d. There was a motion raised to approve a request for 1 year of active email use and 3 years of email forwarding. There were 6 yes votes, 1 no vote and 1 abstain. Steve will write up the proposal.

3. Feedback on Union College website
   a. Ellen asked for feedback on the Union College website (www.union.edu). Some noted they do not use the site. It was noted the User gateway still is a problem with iPhoneX. It was noted that it is easier to navigate. One person noted it takes too many clicks to get to course schedules – could it be added to the Tools menu? Most just bookmark the page they need or they Google it. It was suggested that the web team look at Google Analytics to determine which menu items to put on the Tools menu.
4. Policy Review: Technology Purchase and Replacement Policy
   a. Updates to this policy include fixing URLs now that there is a new website and changing wording about “base value” of a computer that ITS will fund. There were concerns expressed about faculty who need more special configurations that their department would not have the resources to cover. Due to time constraints, there was not enough time to discuss the “base value” change so it will be discussed further at our next meeting.
   b. It was also suggested that the costs for each standard configuration be put up on the website.

   a. Only updates to this policy were fixing URLs now that there is a new website.

6. New Business
   a. none

The meeting was adjourned at 1:49 p.m.

Handouts:
- Minutes 10/1/18
- Technology Purchase and Replacement Policy (February 2016) with tracked changes
- ITS Policy on College-Owned Computer Technology (November 2015) with tracked changes

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