

Council of Chairs
Nov. 5, 2013

Present: Laura Pritchard, Pam Potter, Grant Baker, Matt Stanley, Scott Bevins, Rosa Bott, Chris Boggs, Jeff Cantrell, Amelia Harris, Robin Benke, Margie Tucker, Oscar Raile, Sandy Huguenin, Cathie Collins, Tom Costa, Bryan Hoyt, Alex Edwards, Suzanne Adams-Ramsey, Rachel Tighe, David Kendall

Absent: John Mark Adrian

Senior Staff meets next week and will discuss the Summer College schedule draft, adjunct salaries and after-hours access to buildings by students. Mr. Huguenin gave to the chancellor the building access form approved by the Council of Chairs.

Tom Costa, chair of the QEP Committee, asked everyone to complete the survey if they have not already done so. It will be important to show that the committee had input from faculty, staff and students. There was some confusion that it was necessary to read the E2020 report to complete the survey; this is not true. Forums will be scheduled before the end of the semester for students, and faculty and staff.

Mr. Huguenin invited the OIT managers for a dialogue with the Department Chairs.

- Scott Bevins, Interim Executive Director of Information Technology – Media Services is still evolving since the retirement of Randy Gilmer. Slade Potter is in charge of classroom technology. Rosa Bott was hired to take care of events, portable equipment and videotaping. A web consultant is scheduled to be on campus to work with Admissions. OIT hopes to hire a web manager soon.
- Oscar Raile, Director for Policy and Planning – Oscar is completing an online teaching certification program which may be a model for the College. Moodle will be upgraded to version 2.3 in December. Faculty may visit mdl.uvawise.edu to test the program. The new version will be accessible off-site.
- Chris Boggs, Network Systems Engineer – The network upgrade in the residence halls this summer went well. The rest of the campus will be upgraded in four stages, with the primary academic buildings done early.
- Rosa Bott, Coordinator for Media Services – Rosa asked that requests for videotaping and other media services be submitted via the online forms found at <http://www.uvawise.edu/oit/Equipment>. A week's notice would be appreciated.
- Matt Stanley, Assistant Director of Administrative Systems – Matt oversees Jenzabar, databases and web portals.
- Pam Potter, Director of Administrative Systems – The current database was purchased in 2008 and will be replaced before the end of the semester. A short downtime will be required and disruption will be minimized as much as possible.
- Laura Pritchard, Director of Technology Support Services – Laura's staff support more than 750 desktop machines on campus. All computers are being upgraded to Windows 7.
- Grant Baker, Senior Systems and Security Administrator – Fire walls were upgraded this summer and should be good for four years. Grant's unit administers more than 60 servers, including email and Moodle.

Asked about poor cell phone service in most buildings, Mr. Raile replied that there are not enough repeaters, there is more than one carrier servicing the area, and there is a very narrow passage with an adequate outside signal.

Several OIT staff responded to a question regarding administrative privileges on office computers. This poses a security risk when software allows a program to auto-install, opening the door to viruses. A new virus called Crypto Locker encrypts data and holds it hostage until a fee is paid. Currently OIT has no way to recover data from this virus. The installation of unlicensed software puts the College at risk in the event of an audit.

Faculty who need teaching materials such as a test bank installed can contact the help desk who can download it remotely. With more than 750 machines to support, repairs can be completed much faster if they have the same software. If employees have installed other software it can take longer to fix the problems, and cause others to wait. Faculty who believe they need administrative privileges must complete a justification process, addressed on a case-by-case basis.

Mr. Bevins is working with U.Va. to allow the College to participate in a pilot for the Box, more secure than Drop Box and with much more memory. Box can also be accessed off campus.