Academic Support Services Committee | Campus Governance

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ASSC minutes 02/05/2014

Academic Support Services Committee

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Present: Sylke Boyd (Chair), Jim Hall, Joel Eisinger, Mike Cihak, Rose Murphy, Lisa Harris, LeAnn Dean, Joseph Beaver

1. Minutes from 12-4-13 meeting were amended and approved as amended.

2. ASSC Request on behalf of library. Sylke Boyd and LeAnn Dean will draft report, which will contain much of the information discussed at the December meeting. Jim Hall asked if the report would go to the Finance Committee or the Dean; Rose Murphy and Sylke Boyd indicated that it would have to go to the Dean first, but with a recommendation that he forward it to the Finance Committee

3. Disability Services Report: Nancy Cheeseman reported that a set of accessibility issues have been identified and four task-specific groups have been formed to look into UMM's accessibility needs in:
   a. Media
   b. Software
   c. Web
   d. Facilities

All of these groups have met and the leaders of each are meeting this week as part of the process to develop the final report.

In reference to the Disability Services numbers that Nancy had circulated, Joel Eisinger asked why the numbers of students receiving accommodations has been decreasing. Nancy responded that it's not clear that they are dropping, as data more than a couple years old predates her arrival and thus may not have been calculated in the same manner.

 4. Computing Services Report: Jim Hall reported that wireless network upgrades were proceeding, but behind schedule. Science and HFA were supposed to have been finished in December, but installation delays had occurred. Science, specifically the East Wing, is being completed now, with HFA to follow (the analysis and walkthrough for HFA being already complete). Gay Hall and the Cube are next up, followed by the RFC which needs to be done by Commencement, and then the library and Camden. There will be Computing Services tech fee proposals to refresh the Imholte 24-hour lab, replace printers in labs, and renew ZimRide. According to ZimRide statistics, even if only 7% of rides actually happened, we hit the break-even point for the students in saved money.

The Scantron machine is being retired and replaced. Newer one was purchased last year, and Computing Services is working to get all faculty who use Scantron up to speed with the new machine.

Windows XP will no longer be supported by Microsoft as of April. Computing Services is working to identify people who are still using it. It is recommended that they replace their computers altogether, as any computer that was shipped with XP will be quite obsolete. By June or so, Computing Services will no longer be able to guarantee full assistance. Windows Server 2003 will also cease to be supported in June, but while the potential issues are similar, it is doubtful that anyone at UMM is using it.

University-wide OIT has us moving to Drupal for web content management. Current plans have it going live in late Spring and transitioning over the summer. By Fall, departments will be able to manage their own websites if they so choose.

The University's antivirus license will expire in the summer. Symantec will not be renewed; instead, the new one will be Microsoft's System-Center Endpoint Protection. Since last year, Computing Services has been working to transition faculty and staff to Active Directory. Those who are using Active Directory will get the antivirus change automatically; others will have to have a student come to their offices to make the shift.

The digital display systems will be updated over Spring Break and will be down for approximately 30 minutes.

5. Media Services Report: Mike Cihak answered a question from Joel Eisinger about projectors in HFA. The projectors in rooms 2 and 6 will be replaced in the near-ish future, with room 6 being the priority. Because of cost, it isn't possible to do them all at once. Lisa Harris noted that because UMM has essentially no money for classroom improvements, Tech Fee is a necessary source for the majority of these replacements.

Sylke Boyd asked if the necessity of using Tech Fee for this kind of thing is something that this committee should be addressing. Mike noted that this is essentially where Tech Fee came from: we had no source of funds with which to add technology to the classroom experience. Lisa noted that UMM gets less than $20,000 per year for classrooms, and Mike noted that Media Services' line-item for equipment and maintenance is $21,000.

Mike also reported that the new ticketing system at the Help Desk is running and that it should improve efficiency. Media Services will be searching soon (hopefully) for a Digital Media producer to replace Mike who replaced Roger Boleman. Media Services is also starting to work on designing a renovation to the TV studio; it is currently analog and very outdated. Early guess is that it will cost around $160,000. The Kaltura contract is up in November; its continuance is being negotiated.

6. Facilities Report: Lisa Harris reported that there are two supervisors and three tradesmen retiring this summer. With the budget cuts, it is undetermined how or if they will be replaced. A carpenter position will definitely not be replaced, as both the funding and the work are not there.

Need to find funding to replace the post office machine, which will not work past this summer. The post office's O%M budget is $500, which doesn't even cover the lease on the machine.

Energy costs are currently high due to the long and cold winter. There have been a number of slips and falls due to ice; facilities is doing what it can to keep things safe, but as always funding is a problem.

7. Library Report: Due to lack of time, LeAnn simply asked that anyone share any problems they find with the new systems the library has put online.

Adjourned at 5:05PM