

Administrative Technology Utilization Committee Faculty Committee Report

Date: Sept. 12, 2006

Attending:

Rick Tew (CINS, Director Administrative Computing)
 Tim Howard (Math)
 Cindy Henning (Math/COS)
 Terry Irvin (Basic Studies)
 Carl Wallman (Academic Affairs)
 Kathy Carlisle (Enrollment Services)
 Wanda Campbell (Continuing Education)
 Patricia Ali (Enrollment Services—Financial Aid)
 Valerie Alexander-Spicer (Enrollment Services—Financial Aid)
 Pat McHenry (COAL)
 Laurie Jones (Human Resources)
 Frank Lazzara (COB)
 Gina Sheeks (Student Affairs)
 Abraham George (CINS—Interim Director)
 John Barone (Biology; Committee Chair)

Topic Considered	Action or Recommendation
<p>1) Late Emails</p> <p>2) Concerns about how quickly CougarNet automatically logs users out.</p> <p>3) Saving the text of emails</p>	<p>1) Abraham George explained that in August and one of the gates for incoming emails went down. When a new gate was installed, a backlog of 1 million emails had accumulated and it took time for these to be distributed. A third gate was installed to help alleviate any future problems. In response to a related question, CINS is currently evaluating outside products that, when installed, will speed email processing.</p> <p>2) Rick Tew will check on the current times before logging out. It may be possible to increase these times for faculty and staff, but not students.</p> <p>3) Discussed the use of client-based email programs, such as Thunderbird. If wanted by faculty and staff, CINS can install the program and then email can be saved to a</p>

4) Rick Tew provided a handout summarizing current administrative computing projects.

5) Feed back mechanism for providing CINS with information on how well its staff are doing their jobs across campus.

6) Valerie Alexander-Spicer reported on the cooperation between Enrollment Services and CINS in improving communication between the two departments.

7) In ICS an extra log-in is required for faculty.

8) Who at CINS can help with blog development?

hard drive.

As part of the discussion, Kathy Carlisle urged the wider use of CougarNet, especially the calendar feature, across campus and in communication with students.

5) Abraham George discussed the current mechanism in which CINS staff leave cards when a job is completed, with CINS contact information.

A email based system of feedback is presently in the works, perhaps in six months.

7) Rick Tew said that with the Banner upgrade, this should no longer be necessary.

8) Jay Knape, the Web Master

Recorder: John Barone