

COA Executive Counsel Meeting Minutes

Date: February 1, 2005, 11:00 a.m.

Location: Conference Call

<p>In attendance: Monica Papagni John Petkash Bill Kramp Doug Kahn Todd Foreman Judi Businski Carey Hatch Josh Peluso Charlie Young Bill Kramp John Petkash Deb Putnam Reudi Lienhard Justin Sipher Mark Smith</p>	<p>Excused: David Loring John Bradley Carol Bell Bill Myers Jon Lewitt Dave Powalyk Todd Foreman Natalie Sturr Carey Hatch Mark Reed Tom Killian Wendi Ackerman David Loring Elias Eldayrie Dave Polawyck Sue Cheisterton</p>
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**** Agenda Item #1 – Minutes of the December 7, 2004 meeting**

Minutes approved.

**** Agenda Item #2 – Library Initiatives (Mark)**

Mark introduced himself. He is representing the Library initiatives. He's been involved in FACT and CIT.

Report. Mark's basically going to listen and see how things work with COA Exec.

From an email from Mark following the meeting:

As I mentioned yesterday, it was only minutes before the conference call when I found out that I was to give a report on library initiatives. Not exactly sure of the types projects, information and detail you folks are looking for, I bought myself some extra time by offering to email you all a short report. During our call I did jot down several exciting and impressive announcements on library initiatives that I could report on. And then...Agenda Item #6 and each and every item on my list was shared by Carey in his OLIS report. So, instead of me stealing his thunder, he stole mine. It's just as well. The SUNY Librarians Association members benefit directly from all of the initiatives out of the OLIS office (and owe a great debt to the efforts of his exceptional staff.) So, rightly, Carey and his library group deserve all the thunder (and perhaps, a ticker tape parade). As time goes on I will get a better sense of the types of initiatives/issues that I might contribute to our discussion.

So, it appears, my short written report is nearly non-existent. I will however, take this opportunity to welcome your input on the kinds of library related items you would like to hear about on conference calls. I also invite you to contact me on or off-list if you have any questions on library related systems, projects or products SUNY offers. I will also be very glad to share that information with the group.

Also, if there were items of particular interest that Natalie Sturr offered while serving as SUNYLA COA liaison, I could do my best to include that information in future reports.

**** Agenda Item #3 – STC 2005 (Doug)**

A note went out to the COA list about a 2006 location. There has been a lot of repons.. Joe Smith has been plotting attendance and it looks like upstate attendance would go up, downstate attendance would go down and there is a mixed response from others. They are looking to see if there would be a gain in attendance.

Josh reported information about the presentations. They have about eight defined presentations and fourteen presenters and are looking for more. This is on schedule.

It would be nice if each person could think of someone from their institution to highlight something good they've been doing.

**** Agenda Item #4 – SUNY Council of CIO's (Justin)**

****Authentication**

Justin is leaving Potsdam and SUNY so this is his last meeting. COA wishes him good luck with everything in the future. Chris Haile will be assuming the chair of CCIO responsibility. Chris will be contacting Doug about a liason to COA Exec and continuing developing the relationship between COA and the CCIO group.

The CCIOs are putting together sessions for STC and their management tracks. Their goal is to have sessions that will be helpful for all attendees of STC not just CIOs.

Two weeks ago, they had Dave DeMarco on the call and discussed the current tuition increase plan presented. They discussed the implementation issues as related to the proposal as it stands now which ties the tuition to the year the student entered the institution. This clearly affects computer officers and CCIOs because of the need to be implementation and record keeping. Justin is trying to see if can get some technology representation on the committee that was formed by the Business Officers.

Incident reporting. Ted Phelps worked with members of the CCIO group in developing a policy for SUNY institutions reporting Cyber incidents to the state. The Campuses are supposed to be exempt from the State policy, but we still have a responsibility to report incidents and there was an acknowledgement that at some point in the future SUNY would develop a higher education version of a Security Policy. This work has yet to be done.

A draft of the reporting policy was shared with the CCIOs. They are allowing a small window of feedback before Dave DeMarco sends it out to campuses. Justin will share that draft with the COA Exec committee for feedback.

**** Agenda Item #5 – Regional Conference Initiative (Deb)**

The email asking for volunteers for this semester will be sent out this week. There was not a representative from Northern New York. It would be nice if we could get some volunteers from this region.

There is a thought of engaging the Training Center for providing something in the Northern New York area if there are no volunteers . There is agreement that this would be a good idea.

**** Agenda Item #6 – Systems/ALIS/Fact Update (Dave/Judi/Carey)**

Judi: FACT had a meeting in December to finalize their goals and objectives. Main goals are are communication SUNY wide, to increase partnerships, and faculty development. They want to publish a FACT

newsletter. FACT will be actively participating in TLT planning, as well. They are also talking about developing a FACT speaker database. They want to redesign the letterhead and the brochure. One of big communication efforts is promoting SUNY technology nationally in the media. The major objective is to submit for publication one national press article for CIT. Steve Macintosh is looking for working groups to work on these objectives. Partnership is with organizations such as COA, SLN and to provide assistance can to Learning Environments. The faculty development focus is to get more presentations and people at CIT.

People need to get their SCAP reports in. If anyone has questions on SCAP reporting, feel free to contact Judi.

Carey – SLN is still in the process of hiring additional staff. They are currently looking for a HelpDesk Manager. They are also looking to move out of their offices.

Library side – The contract for ArtStor has just been approved. It is a database of art images and delivery tools for using the images in the classroom provided by a non-profit organization funded by the Mellon foundation. The primary goal is to allow campuses to move to digital and not 35 mm slides. Many of the campuses are participating. There are downloadable clients that are associated with it that can be used (not needed—there are also web components with it). It may require some technology upgrades in order to use it. Training is being coordinated by the Training Center.

They are also working on coordinating SFX. They originally created it for all campuses. Smaller campuses are finding it too much to manage and they are consolidating.

They are also, talking to ART faculty, slide curators and librarians to come up with ideas for better leveraging for sharing of locally produced images. Open source Dspace repository software for testing has been installed. An open access journal from SUNY Oneonta is being hosted. They are testing to see how digital assets can be stored within SUNY and will be looking at COA to help develop best practices and ideas.

They have finalized arrangements with El Savir(?) for science publications. All suny has access. The cost is about 30 million for a 5 year contract. It seems to be having dramatic impact. It adds about 500 titles that we did not have access to previously.

Charlie Young – SUNY Banner initiative. Charlie was asked to participate with this conference to provide a conduit to get information out to people and keep lines of communication more open. Campuses are in various stages of readiness and/or the ability to commit. About a half dozen schools are moving toward implementation and are working at a lower level of detail, getting specific about costs, expectations, timelines and getting prepared. (They are Adirondack, Cayuga, Dutchess, Orange, Nassau, Maritime and Jefferson). The focus is on getting these campuses prepared.

Other campuses committed but are in budget doldrums and are waiting to be clear on what the budget is going to be. Charlie's group is also continuing to support campuses using Banner, supporting and implementing applications. The new tuition plan could also have an impact on ITEC and the support of banner.

Discussion occurred. It would be nice to have a list of names of people to call if they are having implementation problems. People would like a way to get information out to the group. Could do regional forums? Could someone solicit from existing campuses people who would be willing to participate on some level to help with campuses coming on board?

Are there some training opportunities and ideas, especially on the technical side? Could SCT provide training in a coordinated effort?

Could someone allocate some funds for Banner related topics? At one time, Justin was looking for information to put on the COA or CCIO webpages. Part of conversation was about getting an idea of what computer center equipment exists and what plans were for banner. This could be looked at and people, size for size, be able to compare information. Experience of those who have gone first is invaluable.

Should also involved ITEC as to configurations. Doug will follow up with Charlie and Deb off-line and see about some sessions. Deb will include Banner initiatives as an option in the regional forum email. There a number of new campuses going to services provided by ITEC and SICAS and have less of a need for technical training. Also, Ron from ITEC is offering transition hosting. This means that he will provide immediately the hardware so can they can start training. This allows people to get trained, figure out what the hardware needs really are and delay warranty on hardware until they are ready.

**** Agenda Item #7 – Old Business**

None.

**** Agenda Item #8 – New Business**

Videoconference Meeting– SUNY wide videoconferencing system was discussed a few years ago. SUNYNet had facilities that dedicated T1s around the state. They also had bridging ability and there were problems. Carey can check to see if they are still doing anything and what kind of services exist. Some groups do videoconferencing four to six times a year from Syracuse and its not a dramatic improvement over conference call. It is difficult for a lot campuses, who pay for line connections and the connection is not always good. Once get to more than 4 people, the screen jumps around. The group agreed to pass on doing this for now.

Training Center – Doug was in Syracuse for Portal working group and met with Patrick Murphy from the Training Center. Patrick has desire to get programs more aligned with what the campuses need and feels the need for the Training Center to find out what the campuses need. They thought it might be good idea to put a Training Center representative on COA Exec to help with this. It was agreed to ask a representative to join the COA Exec meetings.

Tentative Agenda for the March 1, 2005:

- ** Agenda Item #1 – Minutes of the February 1, 2005 meetings
- ** Agenda Item #2 – Library Initiatives (Mark)
- ** Agenda Item #3 – STC 2004 (Doug)
- ** Agenda Item #4 – SUNY Council of CIO's (?)
 - ** Authentication
- ** Agenda Item #5 – Regional Conference Initiative (Deb)
 - ** Board attendance at Forums
- ** Agenda Item #6 – Systems/ALIS/FACT Update (Dave/Judy/Carey)
- ** Agenda Item #7 – SCT/SunGuard Issues (Charlie?)
- ** Agenda Item #8 – Old Business
- ** Agenda Item #9 – New Business
 - **COA Website

The conference call number: 1-888-247-1961, participant code 14575.

Dial *0 for operator assistance, 61# to mute your individual line, 60# to unmute your individual line.

Next Scheduled meeting, via Teleconference:

1. April 5, 2005.