CITAC Meeting Minutes  
November 5, 2010

Members present:  Jim Cox, Ed Peyronnin, Chris Kettermen, Al Butler, Dave Carpenter, Mike Brake, Mark Ritschard, Robin McGee  
Absent:  Jon Schroth

1. Discussion/Approval of minutes - Peyronnin
   1. postponed until December meeting.

2. IT Efficiencies Project Update - Peyronnin
   1. The committee is reviewing the department representation information that was collected to assure all department and unit IT groups are represented.
   2. The committee has been in contact with A&G to provide updates on the data gathering phase and begin planning the onsite visit the week of November 29th.
   3. The committee expects approximately 26 “leadership meetings” the week of Nov 29th, and work is underway to determine the attendance capacity that best meets the needs of A&G and campus IT personnel. The IAC representative for each department will likely be responsible for making arrangements when the meeting times are known. The meetings will be approximately 1 hour long and each IAC representative will have their own time-slot.
   4. Meeting times will be arranged on first-come-first-serve basis using csu_itreport@Mail.Colostate.edu and a read-only Exchange calendar displaying available times.
   5. A&G will return after all meetings to host focus groups; after discussion, it was agreed that a college tech fee committee, CITAC and the Dean’s would all be good candidates for the focus group meetings.

3. CITAC Charter - Peyronnin
   1. Ritschard’s draft changes to section 1 were unanimously accepted and Jim motioned to approve charter with noted change; motion was approved
   2. Ed will post the document on the CITAC web site and members will forward to dean’s.

4. CIC Update - Cox, McGee
   1. CIC met Nov 4th and reviewed draft of questionnaire to be circulated among the university research community and the updated spreadsheet of campus network access and hardware configurations.
   2. There was good discussion on how to select the preliminary list of upgrade recommendations.
   3. Redder proposed concentrating on areas where multiple building network traffic is consolidated behind a single backbone feed - a “daisy chain” or “hub and spoke” topology.
4. Recommendation was well received and a sub-committee was formed (Redder, Boyack, Dennis) to review and extract that information from the spreadsheet and report back to the committee by Nov 12th.
5. The committee will host an open forum with campus to discuss the first round of upgrade recommendations in late November or early December.
6. Ritschard noted that the final report from last year’s sub-committee that developed into CIC was never finalized. Peyronnin will request that detail be added to the next IAC agenda.

5. MOU for kiosks - Ritschard
   1. Discussion ensued regarding ownership and responsibility for upkeep of the campus kiosk systems. It was agreed that UTFAB should ultimately be responsible for any wholesale upgrade (should it ever be necessary or desired) and that UTFAB should grant permission to remove any kiosk(s).
   2. Ritschard will update MOU and recirculate to CITAC. He also noted that he has spare keyboards and mice if anyone needs them. He can also provide displays for original purchase price. ANy USB keyboard and mouse can also be used as replacements.

6. Exchange Calendar - Cox
   1. Natural Sciences has had a flurry of trouble with connectivity and integrity of Exchange calendar data. Much of it is related to Office 2003 and he’s had difficulty resolving problems with ACNS.
   2. Ed offered to post a tracking tool on CITAC web site to create a historical account of problems and what was done to correct them.

7. Classroom Review Board - Carpenter
   1. 1st preference GA classrooms are many, and result in trouble scheduling, especially now with many upgrades in process and rooms being taken offline while upgrades are performed.
   2. Department heads will likely have to reassess and justify their requirements for 1st preference classrooms to CRB in order to keep them in that status.
   3. Adoption of digital video has been very low. CITAC will help spread the word of the digitizing requirement.

8. Campus Printing - Peyronnin
   1. General discussion of printing management. Most college’s have adopted PaperCut and Ed has asked Stan Oakland to investigate a site license option for CSU.

Next meeting is hosted by VetMed on December 3rd, 10 to noon. Location TBD.