

University of Waterloo

COMPUTING TECHNOLOGY AND SERVICES COMMITTEE

Minutes of the Meeting held March 24, 2011

PRESENT: Alan George (Chair), Melissa Conrad (Secretary), Bill Baer, Bruce Campbell, Andrea Chappell, Erick Engelke, Bob Hicks, Bill Ince, Paul Miskovsky, Carl Nagel, Victor Neglia, Tom Serviss, Martin Timmerman, Roy Wagler

Stephen Markan

REGRETS: Marko Dumancic, Terry Stewart, Jason Testart

1. SHAREPOINT 2010 SERVER (Stephen Markan)

Stephen Markan of IST is leading a project to implement SharePoint Server 2010. Markan joined the group to provide some initial information. His presentation included the following topics:

- Current SharePoint
- IST SharePoint Servers
- Other SharePoint Servers
- Server vs. Foundation
- Proposal
 - Four Part Project
 - Infrastructure
 - Taxonomy and Data
 - Governance
 - Business Integration
- Initial Steps and Looking Ahead

For Markan's entire presentation, please see:

<http://ist.uwaterloo.ca/as/ctsc/documents/SharePoint-Server-2010-Project.pdf>

The committee discussed that while applications such as SharePoint are good tools, we have to make sure they do not become 'closets' and that data is purged appropriately. Markan explained that an aging plan will be part of the governance and that Carolyn Dirks, University Records Manager, will be included in the discussions.

2. JOBMINE REPORT (Alan George)

For obvious reasons, JobMine's toolset was allowed to fall outside of its maintenance window. An upgrade will be required and there will be changes to the interface. When timelines are identified, Dave Kibble will join the committee to provide an update.

3. CHAIR'S REMARKS

AD Management Committee. The AD Management Committee, co-chaired by Erick Engelke and Bruce Campbell, calls for 2 representatives from the faculties. Marko Dumancic and Vic Neglia have agreed to serve as the inaugural faculty representatives. This will not preclude others from attending the meeting as resource people when issues come up that affect them.

Item 3. [Official Student Email Address](#). This document is a UCIST statement and the exercise CTSC has undertaken is to come up with a recommendation to send on to them. The Chair will recommend to UCIST that item 7 of the "General Information and Guidelines" be revised from:

Students should be aware that mail from a UW account may receive a higher priority than mail sent from off-campus.

To the following:

Students should be aware that mail sent using an off-campus email address may be rejected by the recipient as it doesn't easily identify who they are. Mail sent from an off-campus email service using a uWaterloo email address may at times be rejected as well, due to spam filters. So it's safest to always use an on-campus email service.

The second part of the debate is a slightly different issue. The first issue is to make sure the documentation properly describes the current situation. The second part is determining whether we are doing the right thing as far as student email is concerned (students can choose a variety of platforms to receive email but there are obstacles to the student sending email to us). Committee members were asked to send background material to the Secretary if they would like to pursue this discussion at a subsequent meeting.

4. APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 10, 2011 AND BUSINESS ARISING

The minutes of the meeting of March 10, 2011 were approved as distributed.

5. LMS SELECTION, Andrea Chappell

Chappell provided an update regarding the selection of a new Learning Management System:

- Recommendations
 - Adopt Desire2Learn
 - Spring term test and fall pilot
- D2L Products
- Why D2L

- Current Activities
- Hosting
- Roll-out

For Chappell's entire presentation, please see:

http://ist.uwaterloo.ca/as/ctsc/documents/20110324_lms_selection_update.pdf

6. NETWORK MANAGEMENT DOCUMENTS, Bruce Campbell

The final versions of the network management documents are available here:

- [Telecommunications Rooms and Network Cable Installation](#)
- [Augmenting IST Network Services](#)

7. UPDATES (VARIOUS TOPICS)

Student Email (Martin Timmerman). Nothing to report.

Printing (Marko Dumancic). Nothing to report.

Active Directory (Erick Engelke). The group has identified a few areas where work can begin. They are narrowing down topics and issues to resolve and determining how easy it will be to migrate users. Progress is being made.

Microsoft Licensing (Bill Baer). No update.

Green IT (Terry Stewart). The next meeting will be held on April 1st.

Network Management (Bruce Campbell). ORION is upgrading but this has slowed down the network. Campbell has asked ORION to delay the upgrade until we have our HOT service in place. There will be two active services: Cogent (ORION VLAN) and HOT.

8. OTHER BUSINESS

Eduroam Documentation. Bruce Campbell and Bob Hicks will review documentation and ensure it is updated, as appropriate.

Surveillance Cameras. UW Police have requested that all cameras be attached to the central system, monitored by them. Multiplex is possible in situations where there is a dual purpose to provide computing support (technology permits, but this will be a policy decision). The first step is to create a list of these cameras. Next steps will be to upgrade and install new cameras, as advised by Police Services. In these cases, the institution would provide funding.

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9. NEXT MEETING

The next CTSC meeting will be held Thursday, April 21, 2011, at 1:30pm, in NH 3001.

/mlc
April 7, 2011

Melissa Conrad
Secretary to the Committee