

University of Waterloo

COMPUTING TECHNOLOGY AND SERVICES COMMITTEE

Minutes of the Meeting held April 21, 2011

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

REGRETS: Carl Nagel

1. CHAIR'S REMARKS

WaterlooWorks Review. The Deloitte review has been scheduled. Interviews will take place over the next few weeks.

Public versus Private Documentation. Prior to the meeting, a committee member raised the question of whether there should be a statement or guidelines to help identify when computing documentation should be public and when it should be private, and what the default should be. The Chair plans to raise this question to UCIST at an upcoming meeting.

2. APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 24, 2011 AND BUSINESS ARISING

The minutes of the meeting of March 24, 2011 were approved as distributed.

Surveillance Cameras. Historically, the client assumed responsibility for any costs associated with the installation of cameras. In the model we are moving to, Police will be more involved and the cameras will be institutionally funded. That said, there is still a desire to accommodate if a client wishes to fund a purchase (e.g., to protect equipment).

Eduroam. Documentation is being reviewed and updated.

3. CAMPUS NETWORK BUDGETS AND FUTURE UPGRADES, Bruce Campbell

A portion of the IST management of the network is related to ongoing renewal. In 2011/12, IST will be focusing on priority areas such as Telecommunications Rooms in Engineering and completion of a multi-year upgrade in Computer Science. As mentioned at a previous meeting, there is a method for units to [augment central funding](#). Campbell asked anyone who may be interested in augmenting the central funding to let him know soon as the current pricing for network gear is very attractive.

4. IT SECURITY UPDATE, Jason Testart

Vulnerability Management Software. Software that probes hosts and look for vulnerabilities has been purchased. Testart has prepared two documents in anticipation of using this software; the first document relates to protocol and the second is the results of the inaugural use of the software.

A crisp collection of examples and implications of these vulnerabilities will be added to the 'procedures' document to help explain to staff and faculty members why we are doing this and why it is important.

It is not Testart's intention that the proposed procedures be implemented right away, but rather once we get to a state where we are collectively comfortable with our exposure, we would use them. The procedures document will be discussed at the next UCIST meeting.

CTSC members were asked to let Testart within a week or so how they would like the software set up in their respective jurisdictions (i.e., who within their respective groups should be the contacts and/or have access to the accounts). Testart will then set up accounts and arrange for training.

Security Awareness. Testart's group has started a project to review security awareness materials from different vendors.

5. UPDATES (VARIOUS TOPICS)

Student Email (Martin Timmerman). The remainder of the students will be migrated to mailservices during the week of April 26th. There is now mailservices documentation on IST's website.

Printing (Marko Dumancic). The subcommittee is updating the 'requirements' document. The group is comparing the 'requirements' to what is currently happening on campus and will have to decide which items in the document are "needs" and which are "wants".

Active Directory (Erick Engelke). Subcommittee is making progress.

- Setting some basic directions: domain name service, structure for organizational units.
- The group surveyed ADS and Nexus to determine who should move and how.
- Will likely use Microsoft's Active Directory Migration Tool (ADMT).
- Hoping to migrate all users by early May, and then begin moving servers and workstations.
- Testing migrations between test domains before moving on to the real domains.

Microsoft Licensing (Bill Baer). No update.

Green IT (Terry Stewart).

- Procurement Services has a "[Sustainable Procurement](#)" section encouraging readers to go green and the "[Technology](#)" area of their site contains a link and information about GITAG.

- A [flowchart](#) has been added to the Decision Matrix section of the GITAG web site.
- An [online survey](#) regarding printing has been created.
- IST offers a service for [hosting virtual servers](#) for academic support, business operations and faculties (excluding research).

8. OTHER BUSINESS

New LMS.

- Liaisons are finalizing the list of spring term courses. Chappell will distribute the list to CTSC members.
- An open house was held on Tuesday, April 19th.
- Anyone interested in having their course in D2L for the fall term is asked to send email to lms@uwaterloo.ca.
- For the fall term, the plan is to have all new students using either Angel or D2L, not both.

Student Communications and File Format. Students are given materials in many different formats (e.g., Word, PDF, etc). This seems to be based on the preference of the instructor. Students are also asked to submit in specific formats, based on the preference of the instructor. There has recently been a proposal submitted to standardize documentation, perhaps in PDF format. This will be discussed at the next UCIST meeting. Chappell requested input from CTSC regarding any specific requirements in their faculties.

Meeting Cancellation. The May 19th meeting will be cancelled due to a conflict with the annual Senior Administrators' Retreat.

9. NEXT MEETING

The next CTSC meeting will be held Thursday, May 5, 2011, at 1:30pm, in NH 3001.

/mlc
April 29, 2011

Melissa Conrad
Secretary to the Committee