

University of Waterloo

COMPUTING TECHNOLOGY AND SERVICES COMMITTEE

Minutes of the Meeting held June 30, 2011

PRESENT: Alan George (Chair), Melissa Conrad (Secretary), Bill Baer, Bruce Campbell, Andrea Chappell, Erick Engelke, Bob Hicks, Bill Ince, Carl Nagel, Terry Stewart, Martin Timmerman

REGRETS: Marko Dumancic, Paul Miskovsky, Tom Serviss, Jason Testart, Roy Wagler

1. CHAIR'S REMARKS

Waterloo CMS. There are two parts to updating our web presence. One part is the new branding and associated reorganization of information. The second part is the change in the technical platform (moving to Drupal from numerous instances of Dreamweaver and Contribute). Until recently, CPA has been responsible for the web redesign portion of the project and IST (Eva Grabinski) has been managing the technical side of this effort. This causes a certain amount of complication because there are sometimes timing issues that prevent the projects from working in tandem. In the interest of keeping the project moving forward as quickly as possible, the projects have been merged, with Eva Grabinski being responsible for leading the combined project.

[Official Student Email Address.](#) Proposed wording changes have been accepted by UCIST and the document has been updated.

Memo from the Provost. CTSC members were recently copied on a memo from the Provost which provided an update on the implementation of the IT Task Force recommendations. Committee members were invited to send any comments to Alan George who will share them with the Provost.

2. APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 16, 2011 AND BUSINESS ARISING

The minutes of the meeting of June 16, 2011 were approved as distributed.

Student File Formats. Executive Council has endorsed the [Guidelines for Communicating with Students via Digital Files.](#)

3. FACULTY ONBOARDING FOLLOW-UP, Alan George

At a previous meeting, a committee member shared a concern raised at WNAG that perhaps new faculty members are not being hired into the HR system in a timely manner. As, any hiring delays will complicate the creation of computing accounts, the Chair promised to investigate. The Chair learned that HR's objective is to have a person "hired into the system" within 2 weeks of receipt of all the required paperwork (signed offer letter and the faculty appointment form).

4. FOLLOW-UP ITEMS FOR AD CONSOLIDATION, Erick Engelke

Engelke is beginning to catalogue follow-up items for AD consolidation. One key item is integration of Mac and Linux machines. The current solution, Magic Triangle, may not be sufficient. [Secretary's note: Engelke has developed a [draft proposal](#) for storing Unix/Mac UIDs/GIDs in Nexus Active Directory.]

5. IT SECURITY UPDATE, Jason Testart

An update will be distributed next week, via email.

6. UPDATES (VARIOUS TOPICS)

Student Email (Martin Timmerman). Last weekend was matriculation for undergraduate students and they were provisioned with mailservices accounts.

Exchange Migration (Martin Timmerman). No update regarding migration. CSS group will investigate making use of distribution groups within Exchange.

Printing (Marko Dumancic). No update.

Active Directory (Erick Engelke). Covered under agenda item 4.

Green IT (Terry Stewart). Nothing to report.

Software Vulnerability Management (Alan George for Jason Testart). The new software is quite effective at uncovering vulnerabilities.

8. OTHER BUSINESS

Mass Emailing. A significant number of mass emails are being distributed and some of these could be handled with a note in the Daily Bulletin. The Chair indicated that this merits discussion at Deans' Council or Executive Council. Regarding mass emails being sent to students, in instances where an email to all students is required, a technical solution for sending email to all students (rather than each faculty sending the message to its own students) is required.

[Policy 8.](#) It was suggested that a reminder regarding the importance of protecting the University's information assets be posted in the Daily Bulletin.

IP Address Management Software. An RFP has been issued.

Microsoft Campus Agreement. The deployment groups from the faculties, IST, and the Library met to plan modifications to the software deployment process to ensure we are compliant with our Campus Agreement. When the new processes are ready to be implemented, Sandra Laughlin will send detailed information to CTSC and other groups.

Associate University Librarian, Digital and Discovery Services. Pascal Calarco, the new Associate University Librarian, will start on July 4th.

Summer Meetings. The committee will adjourn for the month of August.

9. NEXT MEETING

The next CTSC meeting will be held Thursday, July 28, 2011, at 1:30pm, in NH 3004.

/mlc
July 8, 2011

Melissa Conrad
Secretary to the Committee