

University of Waterloo

COMPUTING TECHNOLOGY AND SERVICES COMMITTEE

Minutes of the Meeting held September 8, 2011

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

Eva Grabinski

REGRETS: Carl Nagel, Martin Timmerman

1. WATERLOO CONTENT MANAGEMENT SYSTEM UPDATE (Eva Grabinski)

Eva Grabinski provided an update on the Waterloo Content Management System. Topics included:

- Milestones
- Training and Support
- Migration Scenarios
- Training and Support Staff
- End-user Testing

The preliminary scope is Faculty sites (and their departments) as well as academic support units.

For Grabinski's entire presentation, please see: <http://ist.uwaterloo.ca/as/ctsc/documents/wcms-status-update-ctsc-20110908.pdf>

2. CHAIR'S REMARKS

The Chair welcomed back committee members following the summer hiatus.

3. APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 30, 2011 AND BUSINESS ARISING

The minutes of the meeting of June 30, 2011 were approved as distributed.

4. MASS EMAILING FOLLOW-UP, Alan George

Human Resources provides the list of employees and the Registrar's Office is willing to provide the list for student cohorts, but there still seems to be some confusion regarding who is responsible for vetting and distributing the messages.

The Chair plans to meet with Ken Lavigne, Ellen Réthoré, Bob Hicks, and Janet Passmore to come to an agreement regarding roles.

5. **STANDARDS FOR SECURE HOSTING, Jason Testart**

The draft document includes tables outlining security requirements and recommendations for hosting University of Waterloo data with respect to the security classifications outlined in the [Policy 8](#).

Testart asked committee members to review the document and provide feedback. He is interested in knowing if people feel that these are reasonable expectations and whether groups are “there yet”. If not, what would be involved in bridging the gap?

This item will be revisited at a future meeting.

6. ***D2L UPDATE, Andrea Chappell***

Chappell provided an update on the conversion from UW-ACE to LEARN (D2L):

- [Daily Bulletin item](#) today (Thursday, September 8th)
- LEARN announced as system name
- 250 - 275 courses running in fall term
- Training sessions underway (help documents are also ready)
- Migration support for moving courses (contract position for fall and winter to provide support)
- Migration time line remains as a full switch to D2L in January 2012
- Conversion tool to convert ANGEL courses to D2L
- Most courses will require minor tweaking; more complex ones will require additional thinking about alternatives and assistance
- D2L is providing a hosted service
- CAS authentication - a reminder that a logout of D2L destroys the CAS ticket
- Once-per-day updates for D2L class lists (versus 5 times per day for UW-ACE)
- Email difference (no longer an option for internal to the system, all email is sent to external address, username@uwaterloo.ca)
- Integrations (Turnitin is integrated, E-reserves/Ares is manual for fall and will be integrated for winter, iClicker: pushing D2L for integration)
- Mobiles - interest by D2L in a student focus group this fall
- D2L users group 1-day conference Oct. 14
(<http://www.desire2learn.com/events/dug/ontario/proposals/>)

7. ***UPDATES (VARIOUS TOPICS)***

Student Email (Secretary for Martin Timmerman). Moving the remainder of Engineering students to mailservices.

Exchange Migration (Secretary for Martin Timmerman). Math (non-CS) grad students have moved to connect. [Secretary's note: Math (non-CS) grad students have moved to mailservices and been provided with "calendar only" accounts on connect.]

Printing (Marko Dumancic). No update.

Active Directory (Erick Engelke). In August, a large number of ADS accounts were copied to Nexus (approximately 200,000 of the 300,000). A few hundred (less than 1%) needed touch-ups to work correctly. All current faculty, staff and students are moved.

The next step is to complete a few more finalizations, and then WatIAM can take over the process of maintaining accounts. We will then be at a stage where Nexus can be used to replace authentication for CAS, wireless, SharePoint, etc. for the campus.

Green IT (Terry Stewart).

- A "printing document" is being developed.
- The printing survey proposed last June will be distributed later this month.
- A newsletter is planned.
- The group will present at IST's Professional Development Seminar on September 16th.

IT Security (Jason Testart). Some campus printers have been compromised. Private networks are the best way to secure printers. Colin Bell will provide any assistance required.

8. **OTHER BUSINESS**

Long Distance Rates. Effective this budget year, charges for long distance calls made from campus will be 2 cents per minute for all calls within North America. International calls will be billed according to a rate table. These charges represent the actual charges billed to IST.

Network Connectivity. We now have two fully active service providers -- Cogent and Hydro One.

9. **NEXT MEETING**

The next CTSC meeting will be held Thursday, September 22, 2011, at 1:30pm, in NH 3004.

/mlc
September 14, 2011

Melissa Conrad
Secretary to the Committee