Attendance: See the end of the minutes.
Proxies: David Hardy for Andrew Fanizzi, Stephanie Villamor for Gina McDade
Ex-Officio Proxies: None
Guests: None

I. Call to Order
A. The meeting was called to order at 1:02pm by Chair Michael Greenwich.

II. Opening Remarks
A. Chair Greenwich welcomed everyone to the first ATAC meeting of Fall 2018. He asked if there was anything/anyone new with the committee before beginning reports. Seeing nothing, he continued the meeting.

III. New Member Introduction
A. Chair Greenwich introduced Stephanie Espinoza Villamor, the new member of ATAC. Stephanie is from CSN Libraries, and filling the spot left by Emily King from CSN Libraries who had to step down from the committee.

IV. Secretary Appointment
A. Chair Greenwich thanked Stephanie Villamor for also volunteering in advance to be the ATAC Secretary for the 2018-2019 academic year. He noted that he has not received the minutes from the last ATAC meeting in the spring and so has not yet distributed the minutes.

V. Reports
A. Budget Report: (Lee Ann Davis)
    1. Lee Ann mentioned that the equipment request process was on hold. It is being evaluated for mid-cycle review. They want to make sure it is tied to assessment and the strategic plan. It should be completed this fall. They are reviewing the whole process, including the review process and who approves. Lee Ann continued that a lot of items are being reviewed—this is more of a global scale. But they were doing this before the new president came in, so that isn't the reason.

    2. Chair Greenwich asked for questions. Seeing no questions, he continued the meeting.

B. eLearning & Canvas Report:
    1. Terry Norris was not present at the meeting. Chair Greenwich has not heard from him.

C. CAPE Report:
    1. Jann Carson was not present at the meeting. Chair Greenwich has not received any update from Jann. He asked the committee if anyone had any CAPE updates.

    2. Sam Bachert stated that CAPE is bringing a new online system that will go live in October. It's by the same company that makes Canvas, but a different product. This

product is specifically for professional development instead of for traditional courses, like Canvas is. With this, a "course" could be a training or an online piece.

D. OTS Report: (Sam Bachert)

1. Sam reported that as of October 21st all official communication for students will go directly to their CSN emails.

2. Sam stated that employee H:drives are now limited to 10GB, and employees will have until October to clean up excess files on their H:drive that have gone over that amount, including removing any personal items.

3. Sam added that after October 21st there will be a new way to do password reset. After the 21st, people will be asked to set up security questions. The password change will go through GoCSN. He stated that the password reset itself has not changed, just the way you do it—now in GoCSN.

4. Sam also stated that Canvas, Office 365, and CSN email are all considered official.

5. There was a question as to whether or not MyCSN will still have personal email addresses. Sam explained that MyCSN will show both. By default the official CSN email will be in there, but the student's personal email will be secondary.

6. He said all this information is outlined in the acceptable use policy, which can be viewed at csn.edu/aup

7. He reminded all members to let students know to log in and check their official student email. If they log in and send an email to OTSGiveaway, they will be entered into a drawing for a chance to win a tablet. Right now, they have a good chance of winning because not many have entered yet. They passed out cards during Connections with the information and there will be cards in the computer labs.

E. Web Report: (Sam Bachert)

1. There are no big changes with the website. They are working with page owners to maintain accessibility. CSN currently has a score of 97.9/100 for accessibility. The industry standard is in the high 60s, so CSN is hitting a very high standard and hitting federal requirements. However, the rules keep changing over time, so if you are a page owner, he urges you to work with his team. Sam also added that there may be website changes with the new leadership happening at CSN, but nothing drastic is planned.

2. The World Languages department sends Sam and his team their appreciation. Sam thanked them and said to let his team know if anyone needs any help.

3. Chair Greenwich asked whether page owner training is still going on for working on the website.

4. Sam responded that page owner training still occurs once a month. The next one is next Friday (September 28) at West Charleston, room C-115, the CAPE classroom from 9-

10:30am. You can register for it through the CAPE website. There will also be an open lab the same day from 11am-12pm, where web staff will be available to help attendees.

5. Chair Greenwich encouraged the committee to check out the ATAC website (https://at.csn.edu/academic-technology-advisory-committee or csn.edu/atac) since it has been updated and he hopes there are no errors. He asked the committee to let him know if there are any mistakes or if any changes need to be made. Chair Greenwich said he has been asking Jim Matovina to maintain and update the ATAC website, but he gets busy, so he wants Chair Greenwich to go to the page owner training.

F. iNtegrate/MyCSN Report:
1. Connie Newton was not present at the meeting. Chair Greenwich asked if she was still director, and the committee confirmed that she is. She did not send an update.

2. Sam Bachert stated that he will be the permanent pinch hitter for OTS and Web reports.

VI. Approval of Minutes from the April 20 meeting
A. Chair Greenwich mentioned that, as stated earlier in the meeting, the last meeting minutes from Spring 2018 would have to wait until they are turned in for review.

VII. Equipment Requests
A. Chair Greenwich stated that the committee will have to wait until the budget office informs us what's going to happen. The application form might change. He will keep us posted, but for now we can relax.

B. Sam Bachert noted that his team also supports the smart classrooms, so if there is something faculty want to request, he encourages them to get in touch early. Chair Greenwich added that this also goes for facilities requests. Some requests take more time than others.

C. Will Lewis, Director of Facilities Management, stated that he has monthly meetings with Sam and his staff.

VIII. Old/New/Other Business
A. Chair Greenwich noted that the committee now has a different way of keeping attendance. As discussed at the last meeting in April, make sure to sign in on the attendance sheet. If members forget, he won't necessarily be able to remember who was present at each meeting.

IX. Adjournment
A. Chair Greenwich called for adjournment and the motion was seconded. The meeting adjourned at 1:20pm.

Attendance

Voting Members	Area	Present	Proxy	Absent
Billings, Paul	Education, Behavioral & Social Sciences	X		
Danforth, Courtney	Arts & Letters			X
Fanizzi, Andrew	Business, Hospitality & Public Services		X	
Fortner, Anthony	Accounting	X		
Goldwater, David	Science & Mathematics	X		
Greenwich, Michael	Science & Mathematics (ATAC Chair)	X		
Hall, Rosemary	Counseling	X		
Hardy, David	Advanced & Applied Technologies	X		
James, Tim	Arts & Letters	X		
Leavell, David	Arts & Letters	X		
Lines, Christine	Arts & Letters	X		
McDade, Gina	Health Sciences		X	
Michelson, Rhett	Science & Mathematics	X		
Pannell, Diane	Advanced & Applied Technologies	X		
Perez, Sheri	Education, Behavioral & Social Sciences	X		
Pippin, Terry	Business, Hospitality & Public Services	X		
Protz, Heather	Advanced & Applied Technologies			X
Rogers, Teresa	Health Sciences	X		
Saladino, Steve	Education, Behavioral & Social Sciences	X		
Shabahang, Ramat				X
Villamor, Stephanie E.	Library (ATAC Secretary)	X		
Wake, Karen	Health Sciences			X

Ex Officio	Area	Present	Proxy	Absent
Bachert, Sam	Director, User Services, OTS	X		
Bailey, Mary Kaye	VP Finance & Administration			X
Bakke, Lisa	Director, Budget Services			X
Bearce, John	Director, Institutional Research			X
Carson, Jann	Director, CAPE			X
Charlton, Patty	Provost, Henderson Campus			X
Davis, Lee Ann	Director, Budget Services	X		
Feldmeier, Cheryl	Associate CIO			X
Lewis, Wilfred	Director, Facilities Management	X		
Newton, Connie	Executive Director, Business Operations			X
Norris, Terry	Director, Office of eLearning			X
Vaithylingam, Mugunth	Chief Technology Officer			X