

# ITA Meeting

February 7, 2008

1:30-2:30

Mesquite Room, UC 2.01.24

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<b>Meeting called by:</b>	Glenda Norton	<b>Type of meeting:</b>	ITA
<b>Facilitator:</b>	Glenda Norton	<b>Note takers:</b>	Blane Walter
<b>Timekeeper:</b>	Glenda Norton		
<b>Attendees:</b>	Chris Lamance, Stan Killian, Stuart Foote, Don Smolenski (COS); Moses Gomez (Facilities); Galen Raether, Dan Byrd, Keith Trevino, Matthew Marr, Blane Walter, Glenda Norton, Linda Dunn (OIT); Laine Lee (COLFA); Luis DeLuna (COE); Larry Hampton (TRC); Barbara Jakubowski, Jose Rodriguez (Library); Eric Quiroz (DSRI); Marisol Johnson (COEHD); John David Garza (UC); Steve Stewart, Rick White, Chris Vega (COB)		

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## Minutes

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**Agenda item:** myUTSA Portal **Presenter:** Shashi Pinheiro

**Discussion:** What it is; Impact; What to expect; Phases

We are developing the myUTSA Portal as a centralized "Bookmark Manager" with simplified sign-on (abc123 format) featuring:

- Customizable pages
- Advanced messaging
- Community building for campus groups

Impact:

- Provides both what users want and need in one place.

What to expect:

- Initially? Not much... Full capabilities won't be evident upon launch

-ON LAUNCH:

- Enhanced ASAP interface
- Targeted and general announcement capability
- Calendars
- Library Services
- RSS News

- Phases II, III, IV

- Web CT Interface
- Customizable channels

You can help:

- Define your online service requirements by segment

- Students
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- Staff
- Faculty
- ITAs, Sysadmins only
- Parents, etc...

- We can expect some issues

**Conclusions:**

<b>Action items:</b>	N/A	<b>Person responsible</b>	<b>Deadline</b>
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**Agenda item:** Luminus Content Management System (LCMS)      **Presenter:** Ruben Ortiz

**Discussion:**

LCMS is an interface for content management systems that allows creation & publishing of content by role-based users.

- Primarily a tool for web developers
- Currently testing on existing sites (WAMS, About, Mexico Center) and configuring web servers
- Preliminary training and deployment will be restricted to Mexico Center, Architecture, HR, and Financial Aid
  - Remaining mass training will follow campus-wide deployment
- Future plans include integration of web site content with the Portal

For ITAs/Web Custodians:

- We'll need to run LCMS site caching services software
- You'll need to know and organize your web-site content
- We'll assist transitioning your site into LCMS

**Conclusions:**

<b>Action items</b>	N/A	<b>Person responsible</b>	<b>Deadline</b>
✓			

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**Agenda item:** Network Password Resets      **Presenter:** Annette Evans

**Discussion:**

Current procedure:

- Requires picture ID at the Help-Desk
- Is inconvenient for users
- Could be improved by allowing ITAs to act as user's representative to liaise with Help-Desk for password Resets

Planned procedure:

- Allows ITAs to act as user's representative to liaise with Help-Desk for password resets
    - ITAs and departmental personnel MUST remember that passwords are critical to security: information passed between users, ITAs and the Help-Desk must be held in the strictest confidentiality
  - Will require the user to complete a form authorizing the ITA to contact the help-Desk on their behalf
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- DEANS and DEPARTMENT HEADS must appoint authorized ITAs in writing to perform this service for users

**Conclusions:**

<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

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<b>Agenda item:</b> GMail Features	<b>Presenter:</b> Carla Gomez
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**Discussion:**

“Gmail” (Google Mail) advantages over LoneStar:

- Over 6GB of storage for each user
- “Conversation View”
- Search Options
- User defined filters
- Labels
- 39 Supported Languages
- **Google Chat** – Real-time instant messaging featuring “on-line” user notification, “off-record” (private) chats
  - Chat text can be saved and is searchable
  - Users can choose to block other users from their profile/group/chat session
- **Google Calendar** – Sharable calendars (shared with users from Google's integrated contact list), and featuring message reminders
  - Secure and private
- **Google Docs** – Create or upload documents for personal or collaborative use. Features revision history and search capabilities
  - Secure and private

**Conclusions:**

<b>Action items:</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

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<b>Agenda item:</b> ***Q & A***	<b>Presenter:</b> N/A
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**Discussion:** General Q & A

Q: On the portal – will we offer services to “non-standard” groups (non-UTSA, but related. EX: Alumni Assoc.)?

A: No – not as a rule. The Portal is aimed at defined groups and will be accessible to those with Banner I.D.s, however we are considering “shell” accounts – where a non UTSA user would have limited access for a specific purpose, for a short period of time.

**Conclusions:**

<b>Action items</b> N/A	<b>Person responsible</b>	<b>Deadline</b>
✓		

**Agenda item:** ANNOUNCEMENTS

**Presenter:** Carolyn Ellis

**Discussion:** General Announcements

Go to <http://www.utsa.edu/infotech/TechSupp/ITA.htm> for a complete list of current announcements.

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### ***Other Information***

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**Observers:**

**Resources:**

**Special notes:** NEXT MEETING IS 6 MAR 08, MESQUITE ROOM (UC 2.01.24) AT 1:30PM