

## University Technology Committee Meeting Minutes 04/20/10

**Attendees:** Kevin Bennington (Div. of Fine Arts), Andrea Campbell (Div. of Education), Marshall Campbell (Human Resources), Christi Lamb (Enrollment), Susie Lusk (Registrar's Office), Steve Meadows (CAT), Bill O'Brien (Beckley Center), Joan Pendergast (Div. of Social Sciences), Steve Rowe (Library), John Spencer (Computer Center), George Towers (Academic Affairs), Lynne White (Facilitator)

**Absent:** Advancement, Athletics, Business Office, Div. of Business, Div. of Languages and Literature, Div. of Natural Sciences, Residence Life and Housing, Student Affairs, Student Government

1. The University Technology Committee convened on April 20, 2010 at 3:20 p.m. in Rahall 103.
2. Minutes from the April 6, 2010 meeting were approved as submitted.
3. Continuing Business:
  - a. None
4. New Business:
  - a. Eigenweg project
    - i. Dr. Randy Winfrey and Miranda Martin demonstrated the Eigenweg project, currently being developed as a project of Concord's business incubator, to the committee and discussed its potential applicability to an installation at Concord. Eigenweg encompasses a geographically aware interactive kiosk used to provide traveler and tourist information and directions via end user touch screen interface and barcode interface with tourism brochures.
    - ii. Dr. Aloia and Dr. Smith have requested that the University Technology Committee work with the Eigenweg project team to develop a proposal for an installation at Concord. Eigenweg could be modified to extend the project to provide a campus map interface with information about and directions to campus locations, events, etc. A Concord campus extension of the project would potentially be of value to other universities as well as large resorts and state parks, in addition to providing the project team with an in-house beta tester.
    - iii. Approximately \$2000 to \$3000 in computer hardware would be required per kiosk with an additional \$2000 for fabrication if a custom kiosk is desired. There would be no software expense as the university owns the software, but additional labor is required both to extend the project interface and to provide university-specific information for the installation.
    - iv. Goal would be to create a campus installation by the beginning of the fall semester.
    - v. The University Technology Committee will provide requirements input and review the design specification.
  - b. HEOA new regulations regarding copyright
    - i. Marshall Campbell informed the committee that Concord received a letter from Darrell McGraw, WV's Attorney General, notifying us that the Federal Government has now put regulations in place that require any school that receives federal funding to have an effective policy to prevent copyright violations due to students downloading movies, music, games, etc. If the school does not have an effective policy, including monitoring and reducing the problem, it runs the risk of losing federal funding. These regulations were part of the 2008 reauthorization of the Higher Education Opportunity Act (HEOA) and formal enforcement will take effect July 1, 2010.

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- ii. The applicable requirements of HEOA are as follows:

**§ 668.14 Program participation agreement.**

(b) By entering into a program participation agreement, an institution agrees that—

(30) The institution—

(i) Has developed and implemented written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network, that include—

(A) The use of one or more technology-based deterrents;

(B) Mechanisms for educating and informing its community about appropriate versus inappropriate use of copyrighted material, including that described in §668.43(a)(10);

(C) Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures; and

(D) Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials by users of the institution's network using relevant assessment criteria. No particular technology measures are favored or required for inclusion in an institution's plans, and each institution retains the authority to determine what its particular plans for compliance with paragraph (b)(30) of this section will be, including those that prohibit content monitoring; and

(ii) Will, in consultation with the chief technology officer or other designated officer of the institution—

(A) Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material;

(B) Make available the results of the review in paragraph (b)(30)(ii)(A) of this section to its students through a Web site or other means; and

(C) To the extent practicable, offer legal alternatives for downloading or otherwise acquiring copyrighted material, as determined by the institution

**§ 668.43 Institutional information.**

(a) Institutional information that the institution must make readily available upon request to enrolled and prospective students under this subpart includes, but is not limited to—

(10) Institutional policies and sanctions related to copyright infringement, including—

(i) A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;

(ii) A summary of the penalties for violation of Federal copyright laws; and

(iii) A description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system

- iii. Concord already provides disclosure of such information to its student body during Freshman Orientation, the UNIV 100 classes, and the Acceptable Use policy on the Computer Center website. In addition, Computer Services already employs technology-based deterrents by using traffic shapers and severely limiting bandwidth on the dorm network, as well as periodically monitoring for unusual traffic, bittorrent downloads, etc.
- iv. Lynne White will work with Computer Services to consolidate documentation of current activities into one written plan which will then be reviewed annually by the University Technology Committee, which can make recommendations for improvements as needed.

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- v. Lynne White will also work with the UNIV 100 committee to make sure course content meets the federal requirement for disclosure (informing the students about copyright policy and law, along with the consequences of unauthorized distribution of copyrighted materials both Federal and University) as well as educates students about academic values, Fair Use in higher education, and legal alternatives for downloading.
  - vi. Other information disclosure methods should be investigated, including the student handbook and the development of a web page. EDUCAUSE, “a nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology,” has developed a resource page for higher education which can be used to assist with such efforts:  
<http://www.educause.edu/Resources/Browse/HEOA/34600>
  - c. Earth Day
    - i. While there are no official Earth Day technology activities, the CAT is assisting this week’s celebration by enabling the re-broadcast of the National Wildlife Federation’s Campus Chill-Out webinar on Concord’s cable system.
    - ii. Technology committee members are asked to also promote paper and ink saving activities like using draft quality printing and setting narrow margins.
5. Information and Reports
- a. Curtains
    - i. Joan Pendergast, Division of Social Sciences, asked if other divisions were also having to deal with curtains as a technology issue (i.e., the present condition of curtains and shades in many classrooms is not adequate for effective use of projectors).
      - 1. Marshall Campbell reported that the VPAD and physical plant manager recently inspected the third floor of Marsh Hall to assess windows and curtains. There are ongoing issues with AC and open windows. The Library and Marsh Hall windows are being replaced now.
      - 2. Steve Meadows reported that as old projectors are replaced, new projectors are much brighter and don’t require the same room darkening.
6. The meeting was adjourned at 4:30 p.m. The final meeting of the 2009-2010 academic year is scheduled on May 4 at 3:15 p.m. in the Concord Room.