

UNIVERSITY OF TASMANIA
Faculty of Commerce
Information Technology Committee

MINUTES

A meeting of the Faculty of Commerce Information Technology Committee was held in Room 507, Commerce and Economics Building on Tuesday, 19 March 2002 commencing at 15:10 hours.

PRESENT: Professor P Carroll, Mrs K Keep (Secretary), Dr J Kendall (Chair), Mrs T Kostiuk, Mr J Potter, Mr A Roberts.

	Action required by person	Date to report back to Committee
<p>1.0 PRELIMINARY MATTERS</p> <p>1.1 APOLOGIES No apologies, all members in attendance.</p> <p>1.2 WELCOME Dr Jon D Kendall welcomed all to the first meeting.</p> <p>1.3 MINUTES No previous minutes, first meeting of the committee.</p> <p>1.4 REPORT OF THE CHAIR Regular monthly meetings to be in the duration of approximately 50 minutes.</p> <p>1.5 REPORT OF ITS (JACK POTTER)</p> <p>All Commerce machines are now being backed up overnight.</p> <p>Jack distributed a summary of hardware requirements and costing by school (see Appendix 1). Substandard hardware was a major issue within the Faculty a large number of machines should have been disposed of several years ago.</p> <p>All desktop machines within the Faculty will be re-configured to authenticate through a Novell server(s) (as opposed to the present situation of authenticating through the NT server, Tokyo). This will involve the installation of Novell client software on each desktop machine. The student lab PCs are already complete in this regard. Project management of this undertaking for staff PCs is underway. It is envisioned that leased machines will be changed over first, followed by existing non-leased machines (that meet minimum hardware standards). New leased machines will automatically be imaged appropriately. The exercise will ensure (over time):</p>		

- More reliable backup (as staff and students will emplace files on the network 'p' drive)
- Better ability to track software (to safeguard against inadvertent piracy)
- More reliable service
- Better network security

1.6 REPORT OF ITS (ALISTAIR ROBERTS)

Ms Thi Thi Khin from IT Desktop and Client Services will commence work for the Faculty of Commerce at Launceston after 4 April 2002.

2.0 IT COMMITTEE VISION, PURPOSE AND SCOPE

(More information can be found within the Agenda document)

2.1 VISION AND PURPOSE

The Dean outlined the purpose of the meeting giving the committee a brief background of the ITS Service Level Agreement which had been finalised.

During Q &A, he noted, in response to Jack's question on budgets, that schools are responsible for honours and graduate students' computer hardware and software lease machine costs. Schools are also responsible for the costs associated with non-Service Level Agreement software (see further discussion below).

2.2 PURPOSE

IT matters that arise within the Faculty that can be solved quickly will be brought forward to the committee.

2.3 SCOPE

Reports from the committee in relation to Policy and cost matters will be forwarded to the Faculty Executive Committee, through the Dean.

3.0 REPORT FROM ITS

The ITS report is to update on any issues that have arisen since the last meeting.

4.0 ISSUES ARISING FROM THE SLA IMPLEMENTATION

4.1 METHODS FOR OBTAINING FEEDBACK FROM STUDENTS AND STAFF

Committee discussed several methods including informal method and e-mail. Alistair Roberts to forward IT Services questionnaire form to Committee for discussion next meeting.

4.2 SLA WEBSITE MAINTENANCE

The minutes and agendas as well as reports of the Faculty IT Committee will be placed on the website for reference.

5.0 OTHER BUSINESS

Alistair Roberts urged Schools to check with IT Services prior to software purchases. IT Services functions as the software clearing house for the university and, as such can facilitate bulk purchase pricing, particularly if the software is used elsewhere on campus.

The School of Information Systems tutorial allocation system was discussed as a possibility to be used for the whole Faculty. However, there may be several other software options. ITS to look into further options.

The meeting closed at 15:50 hrs.

CONFIRMED:

Chair: _____

Date: __/__/____