

**UNIVERSITY OF TASMANIA**  
**Faculty of Commerce**  
**Information Technology Committee**

**MINUTES**

Meeting 5/2002 of the Faculty of Commerce Information Technology Committee was held in Room 507, Commerce and Economics Building on Tuesday, 16 July 2002 commencing at 13:00 hours.

**PRESENT:** Mr A Dillon, Mrs K Keep (Secretary), Dr J Kendall (Chair),  
Mrs T Kostiuk, Mr J Potter.

	<b>Action required by person</b>	<b>Date to report back to Committee</b>
<p><b>1.0 PRELIMINARY MATTERS</b></p> <p><b>1.1 APOLOGIES</b>  Mr Peter Dixon, Dr Paul Turner</p> <p><b>1.2 WELCOME</b>  The Chair announced the appointment of a new member for the Committee. Dr Paul Turner will be the representative from the School of Information Systems.</p> <p><b>1.3 MINUTES</b>  Minutes from the previous meeting 25 June 2002 approved.</p> <p><b>1.4 REPORT OF THE CHAIR</b></p> <p><b>1.4.1 IS Tutorial booking system- pilot status</b>  Due to unforeseen delays in IS the pilot will now commence in Semester 1, 2003 instead of Semester 2, 2002. Jon Kendall, Paul Turner and Ross Richardson will meet on 5 August to discuss the pilot implementation plan. Three faculty units will be tested. Feedback is requested from members of the committee as to which units should be tested—possibly one large, one moderate sized and one small unit.</p> <p><b>1.4.2 Multimedia Lab proposal</b>  Multimedia lab draft proposal has been sent to the Dean. It is intended to be a starting point for determining what are the multimedia requirements at the faculty level. Any developments in this area would be done in close consultation with FEU (who have created an e-learning lab). It is envisioned that the educational technologists could oversee the lab's training function and general software use.  There was discussion about the possibility of a room in the old CREA as being a suitable location.</p>	<p>Request for suitable units</p>	<p>All</p>

<p><b>1.4.3 End Note Licencing</b> There were not enough deans who were in favour of the EndNote licensing proposal for the University for 2002. The University site licence may go ahead for 2003. In the meantime each individual school needs to purchase their own copies.</p> <p><b>1.4.4 Student Representatives</b> Student representatives have not been chosen; alternative options are being looked at:</p> <p>The committee discussed the possibility of having an overhead or PowerPoint slide shown prior to start of lectures, which indicates ways of informing the Faculty of problems or giving suggestions in relation to the Computer labs.</p> <p>The FEU will be working with the Helpdesk to ensure assistance for students for WebCT is available.</p>	Create slide	JK
<b>1.5 REPORT OF ITS (JACK POTTER)</b>		
<p><b>1.5.1 Student Focus Groups</b> No progress has been made; this topic will be discussed at the next meeting.</p>		
<p><b>1.5.2 Dell PC Sound Card Issue</b> The drivers for the machines appeared to be older than the hardware creating the problem of “chipmunk” like sounds. The drivers were updated on three machines with no success. Jack to continue looking into the sound quality problem raised by Kathy Gibson.</p>	Soundcard driver update	JP/MB
<p><b>1.5.3 Multimedia streaming Server</b> ITS have received RealServer 8, which is to be used for piloting multimedia streaming. Real Server 9 should be received by the end of the month. Jack informed the committee that Encoding software is free and that links will run through WebCT. Multimedia trials this semester will be strictly for non-mission critical content. Reliability cannot be guaranteed during this testing phase.</p>		
<p><b>1.5.4 Lease Machines</b> All lease machines for Accounting/Finance and Economics are installed and working. However, Economics PCs urgently need virus software updates along with installation of Novell client software. This will be done within the next week. The operating system upgrade to Windows 2000 is also to be carried out in the near future.</p>	Implementation	MB

#### **1.5.4 Lease Machines (cont)**

Commerce Lab 2 now has ex lease machines installed to replace the old ones, which were running terminal services.

Management post-graduate students computers have been replaced temporarily with IT Service machines. These machines will be removed at the end of the semester.

#### **1.5.5 Launceston Commerce Lab Security System**

The existing Launceston commerce lab security system is obsolete and allows access by students who have graduated in past years.

A quote for a new security system has been received and forwarded to D Rayner, the cost being \$3212.00.

#### **1.6 REPORT OF ITS (ADRIAN DILLON)**

The committee was advised that the new FEU E-Learning lab in Hobart is available for booking. The E-Learning log on offers Dreamweaver and other advanced programs and a normal log which does not offer these extra programs. ITS are currently looking into Citrix Meta Frame and Wireless Lan for the E Learning labs.

#### **1.6.4 Digital Copyright project**

Adrian is now involved with the Digital Copyright project. This project is designed to ensure the university does not inadvertently breach the copyright act, something that could result in million dollar fines. The committee was informed that Commerce would be a pilot faculty.

A survey has been sent out to gain information in relation to how much occurs in faculties. Adrian is looking into using the eReserve system for content management. This approach would involve academic staff uploading scanned copyrighted documents directly to eReserve, filling out basic metadata via an upload form. The content would be viewable by students a short time afterwards. In due course librarians would fill out the remaining bibliographic information required for compliance with the copyright legislation.

#### **2.0 FACULTY CONTENT MANAGEMENT SYSTEM**

#### **2.5 UPDATE BY TRACY KOSTIUK**

Work on the Faculty page will begin as soon as possible. School pages have a slightly longer time frame—September.

Tracy has a meeting today at the University level to work out more details.

Update next meeting

TK

<p><b>3.0 MID YEAR PROGRESS REPORT ON FACULTY OF COMMERCE SLA</b>  The committee reviewed the report and made two suggestions for the report:  Jon suggested that a statement about this committee and its activities would be useful.  There was a suggestion that the report measure helpdesk statistics that distinguish between Hobart and Launceston. This may not be possible until later in the year.  The report must be sent to the Dean prior to next week's faculty executive meeting.</p>	<p>Send to Dean</p>	<p>JK</p>
<p><b>4.0 ISSUES ARISING FROM THE SLA IMPLEMENTATION</b>  No issues were raised.</p>		
<p><b>4.5 HELP DESK RESPONSE TIME AND RELATED ISSUES: STATUS</b>  No issues were raised.</p>		
<p><b>4.6 SLA WEBSITE MAINTENEANCE: STATUS (UPDATE LAG?)</b>  <a href="http://www.its.utas.edu.au/dms/comm-SLA/">http://www.its.utas.edu.au/dms/comm-SLA/</a>  Minutes will be sent straight to George Hayden for placing on the web. May minutes were missing. Jon will send the minutes to Jack or George to upload to the web.</p>	<p>Minutes sent each month</p>	<p>JK</p>
<p><b>5.0 OTHER BUSINESS</b>  There was no other business.</p>		
<p>The meeting closed at 14:10</p>		
<p><b>CONFIRMED:</b></p>	<p><b>Chair:</b> _____</p>	
<p></p>	<p><b>Date:</b> __ / __ / __</p>	