

UNIVERSITY OF TASMANIA
Faculty of Commerce
Information Technology Committee

MINUTES

Meeting 4/2002 of the Faculty of Commerce Information Technology Committee was held in Room 507, Commerce and Economics Building on Tuesday, 25 June 2002 commencing at 15:10 hours.

PRESENT: Mr Peter Dixon, Mrs Katrina Keep (Secretary), Dr J Kendall (Chair), Mrs Tracy Kostiuk, Mr Jack Potter

	Action required by person	Date to report back to Committee
<p>1.0 PRELIMINARY MATTERS</p> <p>1.1 APOLOGIES Mr Adrian Dillon</p> <p>1.2 WELCOME</p> <p>1.3 MINUTES Minutes from the previous meeting 28 May 2002 approved.</p> <p>1.4 REPORT OF THE CHAIR No issues raised</p> <p>1.5 REPORT OF ITS (JACK POTTER) Faculty Report Lease machines have been deployed throughout Accounting & Finance and are operating well.</p> <p>Lotus Notes will be installed in the Faculty office (all staff), Accounting & Finance (K Gibson, A Zanella, S Lampkin) and Economics (T Kostiuk, R Ray, S Abel) within the month with remaining staff installed in the future. The School of Management will be installed last due to compatibility problems with their HP computers.</p> <p>The Berlin server no longer is connected to the network; Tokyo continues to be replicated to a server in Central IT. All data will soon to be moved to a new server (COM FS1). This shift will be complete by end of September 2002.</p>		

<p>1.5 REPORT OF ITS (JACK POTTER) Faculty Report (cont) Novell client software installation, facilitating 'N:/' & 'P:/' network logical drive allocations to leased PCs, will begin within the next month. The 'N:/' drive is to be used for corporate files accessed across working groups whilst the 'P:/' drive is for individuals' files. These areas will be private in terms of who can access the information. It is ITS policy that multimedia files (i.e. files with .mpg, .avi, qt, etc suffixes) held within these drives will not be part of the normal backup.</p> <p>1.6 REPORT OF ITS (JACK POTTER) University Report Michael Bonsey will be commencing the changeover to NDS for the Administration and Finance department within the next week. Once this is complete TRIM and Lotus Notes rollout will commence.</p> <p>The issue of EndNote site licensing has become a matter of urgency with certain individuals in the Faculty who need the software for their research. An immediate decision is required; otherwise the School of Management will need to purchase licences for their staff, who have been waiting several months for the software. Alistair Roberts has negotiated a university-wide site licence and is on the verge of making a decision as to its feasibility of implementation.</p>	<p>JK</p>	<p>Next meeting</p>
<p>2.0 FACULTY CONTENT MANAGEMENT SYSTEM</p>		
<p>2.5 REPORT BY TRACY KOSTIUK</p> <p>The first meeting of the Faculty Content Management System will be held on Tuesday 2 July 2002. Committee members are: Tracy Kostiuk, Adriana Zanella, Kim Lehman, Hugh Sibly, Kristy DeSalas, Jon Kendall. Christine Goodacre will be attending the first meeting to brief staff with the background information and requirements of the committee.</p>	<p>TK to give update</p>	<p>Next meeting</p>
<p>3.0 FEASIBILITY OF USING THE TUTORIAL BOOKING SYSTEM OF THE SCHOOL OF INFORMATION SYSTEMS FOR OTHER SCHOOLS WITHIN THE FACULTY: STATUS</p> <p>The School of Information Systems have not yet responded to the request of using the system for an initial trial. Jon Kendall will enquire again prior to the next meeting.</p>	<p>JK</p>	<p>Next meeting</p>
<p>4.0 FEASIBILITY OF CREATING A MULTIMEDIA ROOM FOR STAFF</p> <p>A potential multimedia room was discussed. There will be a need to have facilities on both the Hobart and Launceston campuses. It is envisaged that the Education Technologists (position soon to be filled) will oversee the room and equipment. Negotiations will need</p>	<p>JK</p>	<p>Next meeting</p>

<p>5.0 ISSUES ARISING FROM THE SLA IMPLEMENTATION</p> <p>5.5 HELPDESK RESPONSE TIME AND RELATED ISSUES: STATUS There is a need to obtain statistics to review response time trends. Dianne Worth is now the Associate Librarian; her role is to oversee the IT needs of the library including the help desk. Jack Potter to request statistics from Di Worth prior to the next meeting.</p> <p>5.6 METHODS FOR OBTAINING FEEDBACK FROM STUDENTS AND STAFF: STATUS Alistair Roberts is working on bringing together focus groups. Jon Kendall, on advice from the committee will indicate possible student representatives. There will need to be a representative from both the Hobart and Launceston campuses. The suggestion of the student reps is to be made to the Dean for approval prior to approaching potential representatives. Another alternative is for a feedback section on the new website where suggestions could be made by students.</p> <p>5.7 SLA WEBSITE MAINTENANCE: STATUS SLA Website maintenance is going well and content upload appears to be timely.</p> <p>6.0 OTHER BUSINESS</p> <p>6.5 ITEMS FOR ACCOUNTING/FINANCE (See Appendix 1: Email from KGIBSON)</p> <p>6.5.1 SOFTWARE/HARDWARE/ In response to Kathy Gibson's query, Jack Potter noted that the educational price for Adobe Acrobat is \$56.00 per PC.</p> <p>The issue Kathy Gibson raised about sound card quality in the Dell PCs appears to be a compatibility problem; Jack Potter will look into the issue.</p> <p>6.5.2 MULTIMEDIA STREAMING A pilot is underway, conducted by Jack Potter and Jason Corney during Semester 2 2002 to test a streaming media server. Various issues arise as to the appropriate server software to run. It is anticipated that non-mission critical video streaming will be supported during Semester 2 in order to test reliability and related issues. More information will be given at the next meeting</p>	<p>JP</p> <p>AR (or designate)</p> <p>JK</p> <p>JP</p> <p>JP</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
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6.6 ITEMS FROM MANAGEMENT (See Appendix 2: Email from P Dixon)

6.6.1 SOFTWARE ACQUISITION/ WORKORDERS

Nudist 6 will need to be installed by Thi Thi Khin for Launceston staff and Jack Potter for Hobart staff, School of Management to organise this Thi and Jack.

EndNote software purchasing was discussed earlier under item 1.6.

The meeting closed at 16:40 hours

CONFIRMED: **Chair:** _____

Date: __/__/____