**COUNCIL FOR INSTRUCTIONAL TECHNOLOGY**

**Wednesday, November 14th, 2012**

**1:05-2:00 PM, HH60**

**Minutes**

Members present: Chandra Amaravadi, Richard Cangro, Sam Edsall, Sharon Stevens, John Stierman, Cynthia Struthers, Bruce Walters.

1. **Council Administration**:

Sharon Stevens motioned to approve the minutes from the last meeting, Oct. 24th, seconded by Cynthia Struthers. The minutes were approved unanimously.

1. **Existing agenda items**:

Discussed the 14 page summary, Policies Pertaining to Faculty and IT, first distributed by the Chair last meeting.

discussion topics and concerns:

* Password policy (page 10) states that passwords should not be the same for off and on campus uses. Chandra felt that the faculty need to be informed of this policy.
* Concern was expressed that the faculty – especially new faculty – need to be informed of software available to them.  The creation of a software database was suggested in order to make this information more easily accessible.  Suggested that this information is put on the CIT webpage.
* Concern was expressed about the deletion of sensitive information/data.
* Standardization of electronic smart classrooms was discussed.
* Other topics included what should be included with the sign-on portal; single sign-on for other WIU instructional areas such as
iTunes U; frequency of changing change passwords.

action – it was suggested that a senior person from UTECH come to the next meeting to discuss these concerns and topics. Chandra will contact UTECH to arrange for a speaker to come to Jan 16 meeting. If we would like to have additional concerns addressed, email these to Chandra.

1. **Other**: None.

The meeting adjourned at 1:40 p.m.
Bruce Walters motioned to adjourn, seconded by Richard Cangro.

Next meeting: Wednesday, January 16, 2013, at 1:00 p.m., HH60

Minutes respectfully submitted by: Bruce Walters.