

University Computing Standards Committee Meeting
9:30 a.m. February 14, 2001
D.H. Hill Library, Administrative Conference Room
Minutes:

Steve Keto, Sam Averitt, co-chairs

Voting members present:

Arnold Bell, Perry L. Grady, John Isenhour, Ernie Knowles, Harriet Mermes, Don Patty, Joe Perez, Rick Liston, Tom Miller, Bill Scott, John Tector

Technical advisors present:

Mardecia Bell, Gregory Buol, Shawn Dunning, Joanne Dehoney, Pete Evans, Alan Galloway, Gwen Hazlehurst, Charles Hunt, Kathy Mayberry, Ray Kimsey, John Klein, Tim Lowman, Ron Melbourne, Bill Padgett, Joe Perez, Greg Sparks, Jennifer Van Horn

- **Welcome**

Steve Keto called the meeting to order.

- **Approval of Minutes**

The Committee unanimously approved the minutes from the January 10th, 2001 meeting.

AGENDA

- **Campus IT presentations:**

Terry Thompson, Coordinator of Assistive and Information Technology, gave a presentation on North Carolina State University Information Technology accessibility improvements. Hired in May 2000, Terry said he has been working on three phases of improving the accessibility of information technology on campus. The first phase involved conducting an assessment to determine what services of technology are currently being provided and what services are needed. The second phase is providing recommendations, based on the assessment, to improve accessibility of information technology on campus, and the third phase is acting upon those recommendations for implementation of accessibility. The University is in the implementation stages of bringing information technology up to where it needs to be in terms of accessibility. Terry said there are legal issues as to why the University has to provide services in an assessable fashion. The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 basically required the University to provide programs and services to all qualified persons with and without disabilities. In 1996, the Department of Justice Policy Ruling deemed that these laws also applied to web pages. Recently, the WWW3C recommended specific guidelines for web accessibility. In 1998, the Section 508 Amendment was passed, which requires information in electronic technology to be accessible for the federal government. This is important for the University because it sets a legal precedent by which accessibility can be measured. Secondly, in conjunction with another law that was passed in the

same year, the Assistive Technology Act of 1998, Section 508 may apply to the University because the Act provided funding for assistive technology to states and state agencies. And in receiving funding, states and state agencies agreed that they would comply with Section 508. There is still some debate as to whether both laws apply to states and state agencies. The standards that Section 508 required were published in the federal register on December 21. Terry said it takes six months for the standards to be in compliance so on June 21, 2001, lawsuits could take place based on the Section 508 standards. At that point, the University might be able to determine if Section 508 applies to state and state agencies. Terry said NC State University has specific things that it must do based on its resolution with the Office of Civil Rights. The University had three complaints from students with blindness. In part, their complaints had to do with assistive technology. Chancellor Fox signed the University's resolution on June 23, 2000. It describes the efforts the University has made and will make for the use of assistive technology to ensure that students with disabilities have access to computer hardware and software that is comparable to that provided to other University students. The plan was submitted to OCR on September 1, 2000. Based on the plan, the University has agreed to

1. Install, test and implement a wide variety of AT across campus
2. Develop a program by which training is provided on AT
3. Develop an accessibility testing program, which evaluates IT for accessibility
4. Assess the accessibility of all official NC State web pages [administrative, departmental, and course-related], and work toward correcting those pages that are inaccessible by providing feedback and support to web authors
5. Develop a program by which training is provided to faculty and staff on accessible web design

To accomplish this campus wide initiative, several new staff positions have been created. Those include a web accessibility specialist, a systems programmer and a multimedia accessibility specialist.

The entire presentation is available at <http://www.ncsu.edu/it/dss/presentations/ucsc>.

Pete Evans said colleges should receive sufficient notices of accessibility requirements. He said departments need to know if the Office of Assistive and Information Technology is developing standards for hardware equipment that operate properly with ADA software.

Ernie Knowles said he asked the director of Disabilities Services for Students (DSS) if there was a way for the staff to notify departments and colleges of students with disabilities. The director said there wasn't a way due to lack of resources. Ernie proposed that colleges and departments have access to a restrictive database that will list students with disabilities.

Terry said the problem with DSS is there is no automation there. Terry said he is in the process of developing a database.

John Tector said releasing such information is a confidentiality issue because a student can choose not to disclose initially his disability but can change his mind at a later date.

John also asked if the software Jaws and Dragon were platform specific. Terry answered yes.

John commented that the choice of software should have been based on a multi-platform strategy with the platform being chosen first.

Terry said he has identified 19 applications for each specific platform. He's working in the MS Windows environment because it is the platform that is used by most students with disabilities.

In the case of Jaws, John asked if the University is proposing that this standard drive the purchase and design of other software. Terry said there was not a clear answer to John's question. If the software is limited, the University might look at something else.

Committee/topic reports

- **Data and Data Access Standards:**

Ron Melbourne reported for the last few months that he and the Security Committee have been working on revising the University Data Management Procedures manual that has been in use for about 10 years. The document, which has been forwarded to George Worsley for approval, sets out the ownership of Central Office administrative information. It basically states that the Chancellor owns all of the University data and delegates it down to the data trustees and then to the data stewards and that relationship puts the customers in the ownership role of University data. It also states that Administrative Computing Services basically provides a custodianship. This document also details what obligations the users have from the standpoint of how they should request access to information and how they should handle it from a sensitivity standpoint. Ron listed major changes to the document that included:

1. The data trustees are now members of senior management who report to the Chancellor.
2. The Data Trustee will assign Data Stewards via a letter of delegation.
3. The format in which the Data Stewards are presented has been changed to a listing by functional responsibility.
4. The Data Stewards may delegate their responsibility for determining and approving requests for access to the data to which they've been made responsible. This procedure is in effect but is now documented.
5. The initial point of contact for changes to University administrative applications has been explicitly assigned to the Data Steward.
6. Appendix D was added to help assist the Data Stewards in understanding the confidentiality of data and compliance to state and federal laws.
7. In the user section, a discard of data statement has been added to inform the user of his responsibility for keeping sensitive data safe.

- **User Authentication:**

Ron said he did not have a Committee report.

- **Communications and Networking: Jennifer Van Horn**

Jennifer Van Horn proposed that the Committee look at implementing a policy for wireless on campus. Jennifer said there are issues with hackers, referring to a PSB special on wireless. It is easy to put in wireless, but it is a lot harder to make it safe so that people can not just get in and do things they should not be doing, she said. Jennifer said there are a lot of things that needs to set up in a policy for all of campus so that we can co-exist with the existing computing and with wireless.

Ernie Knowles said this is a pertinent issue because of the new buildings coming up. Knowles said instead of wiring with coaxial, the University might want to look at it from a wireless point of view. He said the issue is very relevant because the design work is taking place right now.

Sam directed Jennifer to develop an issue paper and bring it back to the Committee. Steve suggested that a subcommittee be created to look at the wireless implementation. Jennifer asked for volunteers to participate on the subcommittee. Harriet Mermes, Pete Evans and Bill Scott volunteered. Joanne Dehoney volunteered Louis Harrison.

- **Electronic Mail and Directory Service**

Greg Sparks said he thought that a lot of people had left last month's meeting with an unclear definition of directory services. He had the impression that a lot of people thought it was the directory on the Internet where one can locate people's names. Greg said when you purchase directory services, you buy a database scheme and empty databases that you add data to. The second thing you buy is access methods to get to that information. One can be the user interface that may take the form of a phone directory, but not necessarily. It can also be the system access method that a particular system uses to access a database to get information.

Greg also proposed the formation of a subcommittee to look at electronic mail, directory services and calendaring. The goals are to evaluate and get a clearer understanding of where the University is on these issues, to come back to the Committee with recommendations on how to approve the efficiency of methods and to gather volunteers to meet prior to next month's Standards meeting. Alan Galloway mentioned that he and Greg were looking at a committee that will be equally weighted from a user and a technical standpoint. Volunteers included Don Patty and James Forster. Bill Padgett volunteered Larry Robinson. Steve said interested Committee members should email Alan if they want to participate in the subcommittee. Steve also said Committee members do not necessarily have to be members of the University Computing Standards Committee.

- **PeopleSoft Implementation**

Gwen Halzehurst reported that in the Financials area, tax processes (1098T's, 1099's and W2's) have been completed prior to the January 31st deadline. Cost-sharing reports have been rolled out. Performance enhancements have been made to the Student Refund process so students receive more accurate and more timely refunds. Performance enhancements have also been made in the Financials System as well. The Financials Team is also working on eliminating FAS from the monthend and yearend closing processes. A large part of that is replicating the FAS summary screens (PF 1-8) that business folks are using on a daily basis. Those screens will be replicate out of the Financials environment. The Financials Team is using a product called nVision that opens Excel and imports the data into an Excel spreadsheet so there is no more rekeying of data from a FAS screen into an Excel spreadsheet. Those nVision reports will roll out at the end of the month. There will be nVision training beginning February 26. Training information is available via the web.

Don Patty said Ron had asked him to send a notice to the UBO's about nVision training. That information was sent this morning with a link to the web site. Gwen said training information has been sent via On_Line Notify and will be delivered via communications means.

Gwen also announced that the Financials Production window will be rolled back from 7:15 a.m to 7 p.m. to 7:15 a.m. to 6 p.m. to accommodate maintenance of the Financials System database. The new hours will be effective February 19th. Human Resources production hours will stay the same. Gwen said she hopes that the move will make the Financials System's database more stable and perform better.

In Human Resources, Gwen said the Team is moving forth on the Home Department issue. Gwen reported that in the Legacy System, employers had to make sure grad students or temps did not work beyond limited hours. Also, in the Legacy System, an employer could view all of the employment information about a grad student or a temp to see how many hours he or she was working in other departments. Gwen said that type of functionality is currently unavailable in the Human Resources System. However, the Human Resources Team has received functional specifications last week and will development the Legacy System's functionality in the Human Resources System. A deliverable date is forthcoming.

Gwen said another hot issue in the colleges is the ability to track nonresident alien information in the Human Resources System. Currently, the Office of International Scholar and Student Services' (OISSS) system is the only place where information regarding international students is accessible. Mechanisms to provide that database to other campus users will be established and populated into the Human Resources System.

Gwen reported that in the last UBO meeting on Jan. 25th, they rolled out the supplemental pay report so that before a payroll is run, each organization can run a report to show what supplemental pay will be paid. A problem arose where an employee was inadvertently paid a large sum of money and the problem was not

caught until after the employee received the check. Each department is responsible for running the report. The process is under review by the UBO's.

A project that will involve both the Human Resources and Financials systems is the upgrade of PeopleTools, which will provide Windows 2000 support, and Office 2000 support as well as the upgrade of Sybase, IDMS, and Open Client. Gwen said the University is also working on the workstation sizing recommendations.

Gwen also reported that mass OUC changes are being made in the Financials and Human Resources System for the first time in PeopleSoft. The changes occurred because of reorganizations on campus such as within Finance and Business and Psychology.

Joe Perez asked Gwen if Enterprise Information Systems was still on target for the mid-march implementation of demormalized tables. Gwen said yes.

- **Discussion and New Business**

Steve asked for volunteers to present at next month's University Computing Standards Committee meeting. There were no volunteers.

The meeting was adjourned.

- **Next Meeting**

The next meeting will be held at 9:30 a.m. on March 14, 2001 in the **Faculty Senate Room of D.H. Hill Library.**