November 25, 2003 Minutes (available on web and already distributed by listserv)

ITPB Attendees: Chair Chris Foote, Jack Beatty, Christine Borgman, Alfonso Cardenas, Brian Copenhaver, Jim Davis, David Kaplan, Kathleen Komar, Sam Morabito, Tom Phelan, Lisa Spangenberg, Chuck Taylor

Guests: Joseph Chiu (PDP participant), Peter Kovaric (CCC co-chair), Nick Reddingius (OIT), Terry Ryan (Library), Ruth Sabean (OIT), Mike Schilling (CTS), Marsha Smith (ATS), Kent Wada (OIT), Esther Woo-Benjamin (OIT)

1. Reports
   a. Filesharing Update

   Jim Davis reported that he and Kent Wada will be meeting with Assemblywoman Rebecca Cohn regarding the Penn State and University of Florida monitoring-based models for controlling filesharing. Student Affairs manages the judicial process for UCLA and UCLA continues to have few repeat offenders.

   b. Academic Personnel Update

   Chris Foote reported that a reduced implementation has been funded by the EVC. The system will enable electronic tracking and processing but is not completely paperless.

   c. Progress on Orion Replacement

   Terry Ryan reported on the three phases of the implementation process:

   1. Data migration (using standard data formats) and cleanup (during migration) – this has begun.

   2. Configuration of public interface – presentation, searching, and indexing behaviors are being identified during January-February; prototyping and usability studies will be conducted from February-June. A Board member suggested using naïve subjects to test the interface.
3. Integration of catalog with other systems (e.g. Melvyl, UC elinks server)

2. SB1386 Policy Endorsement

The Board endorsed by acclamation, the 6/30/03 (with edits as of 11/17/03) SB1386 policy draft. It recommended writing a letter to the Academic Senate with suggestions of 3-4 ways to protect against liability, such as: encrypting Social Security numbers, removing Social Security numbers from hard drives, not using Social Security numbers unless absolutely necessary, and not putting Social Security numbers on hard drives.


Peter Kovaric gave an overview of the Wireless Implementation Team’s recommendations for wireless networks at UCLA. These recommendations were endorsed by the Common Systems Group (CSG) at their December 5, 2003 meeting:

- Uniform Public Network (UPN) / Distributed Operations Model
- Formation of a Wireless Standards Body through the ITPB
- Networking standards and guidelines for rollout of Phase 1 wireless, future phases, and department networks
- A one year trial to build experience with the UPN model and end user service. At the end of 1 year, review service and fiscal models.

Phase 1 rollout is planned for beginning of Winter Quarter 2004. The official wireless launch will include a general campus announcement and a Wireless Network Registry announcement for Network Coordinators. The ITPB agreed to sponsor the Wireless Standards Body. This Body will be responsible for development and distribution of standards and accountable for quality of user services, registry usage, and resolution of open issues (e.g. support). It will monitor utilization and provide an assessment at the end of the first year and periodic assessments thereafter as well as during the first year as needed.

4. Final Comments on ITPB Response to Chancellor’s Cost Cutting Memo

The Board agreed to the December 16, 2003 draft memo with the following suggested modifications:

- Clarify that the analysis on data centers will focus on those data centers housing “campus-wide” applications.

- Reword the Technology Fee section to recommend a study of alternative funding models for the educational environment that includes consideration of a technology fee.
Jim Davis will circulate final revision via email.

5. **Future Meetings:**
   - Friday, January 16, 2-4 p.m. @ 2325 Murphy

6. **Action Items**
   - Write letter to Academic Senate advising on how to protect against SB1386 liability (Chris Foote)
   - Reword Technology Fee section of Response to Chancellor’s Cost Cutting Memo and send draft to ITPB for approval via email (Jim Davis)
   - Launch an educational campaign about wireless standards and registry (Wireless Standards Body)

7. **Adjourn**