

ATAC

Attendees on March 31, 2004:

Willa Fitzpatrick, Collette Long, Frieda Jones, Lori Urbani, Carl Mueller, Anthony Ianno, Laurie Lucas, Ginger Perry, Janice Cliett, Linda Purvis

Ms. Purvis opened the meeting at 3:00 p.m.

Items Discussed:

- A. Exchange Calendar has been tested and works great. Dr. Ianno will be sending out a campus email to tell everyone how to get set up on the exchange calendar.
- B. Make sure that you take a look at the newly accepted policies on the use of the Computer Network the old ones are no longer valid. Administrative council accepted the new policies on March 22, 2004.
- C. List Serves are up and ready to be established there are five List Serves and everyone should get info on them also the info needs to be sent to them telling them how they can unsubscribe.
- D. Guidelines need to be set before the List serves are opened up and issue of who is to manage them and what information can be put on them.
- E. One example given at the meeting was a buff bulletin and it was sent to students on the List Serves it helped keep students informed and up-to-date on what events and activities are happening on campus.
- F. It was also discussed that information can be put on two separate bulletins one being administration and the other being events.
- G. The issue about who would monitor came up again and the discussed maybe Sheila Averett controlling the student part since she already handles the events calendar and they are both one in the same.
- H. Final decisions were that the List Serves need more work and administrative matters need to be handled meaning who will oversee each listserv.
- I. Dorm Network Upgrades some to wireless and possibly hard wiring Prance and Jordan
- J. Another issue discussed was the issue of rather we should be allowed to use quotes at the end of our emails. It was unanimous that as long as they were not harmful it did not seem to pose a problem and until there were valid complaints there would be no change.
- K. Radar is ready to be used we have decided to begin using it in June 1st or 2nd with the students that will be attending summer semesters. There were several issues that must be taken care of first.
 - a. Students will need a way to get definite instructions on the use of Radar.
 - b. Also need to come up with solution on how and when a radar account would be discontinued after a student either graduates, withdraws from the university, or simply are no longer attending.

It was discussed about having another meeting on April 21st and everybody agreed that this was not a good time another meeting will be scheduled later.

Meeting was adjourned at 3:56 p.m.