

# Action Minutes



<b>ARCAB</b>	
<b>ACADEMIC AND RESEARCH COMPUTING ADVISORY BOARD</b>	
<b>Meeting Date:</b> 9/27/04	<b>Time:</b> 3:00 – 4:00 pm
<b>Location:</b> AA-302	

<b>Team Leader:</b>	Rick McIndoe
<b>Participants:</b>	Andy Albritton (absent), Gayle Bentley (absent), Clare Billman, Beth Brigdon, Caro Cassels (absent), Roman Cibirka (absent), Rick Hall (absent), Anne Hinton, Gary Holmes, David Ludwig, Fred Lupien (absent), John Meyer, Fran Omar, Kevin Plummer, Robert Podolsky, Shirley Poduslo, Kristy Stephens, David Stepp (absent), Andria Thomas (absent), David Wardlaw, Chris White (absent), Dick Woodring for Caro Cassels, and Evelyn Lawrence (recording secretary)
	Guests: Onley Howser, Ed Townsend, and James VanMeter

Decisions Made:	Date
<input type="checkbox"/> David Wardlaw's proposal to amend the bylaws was unanimously passed: Two students from each of the five schools appointed by the Student Government Association will form a student liaison committee that will be consulted by the Board on an ad hoc basis.	<input type="checkbox"/> 9/27/04
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Status	Action Items	Responsible	Due Date
IT has verified that the Document Library will not count against the email quota.	Report whether or not the Document Library will count against the 200 MG email quota.	IT - Onley Howser	
In process	Compile Info shares and Bits and Bytes articles and set up on the Web to communicate new quota based email system.	IT - Ed Townsend	

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<p>1) How will an internal user know if a message being sent off campus is larger than permitted? How does an external user know if an outbound message to an MCG user is larger than permitted? The sender will receive an email stating that the message contains attachments larger than permitted.</p> <p>2) When the internal attachment limit is activated, how will the user be notified if their message has attachments larger the size permitted (50 Mb)? When the user attempts to send the message, a pop-up window will indicate that the attachments exceed the size permitted.</p>	<p>Prepare a response for inbound/outbound e-mail attachments.</p>	<p>Onley Howser / Ed Townsend</p>	
	<p>Send David Wardlaw designees from Allied Health Sciences for the Student Government Association.</p>	<p>John Meyer</p>	
	<p>Add representation to the Student Government Association from the Centers and Institutes.</p>	<p>David Wardlaw</p>	
	<p>Change OEDD to Visual &amp; Instructional Design in the ARCAB bylaws.</p>	<p>David Wardlaw</p>	
<p>Complete</p>	<p>Distribute list of items for the open forum already received.</p>	<p>IT – to ARCAB</p>	

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In process	Needs Assessment Open Forum October 27 <sup>th</sup> at 10:30 A.M. in the small auditorium. Advertise via: <ul style="list-style-type: none"> <li>- Flyers</li> <li>- Beeper</li> <li>- Campus Announcements</li> <li>- Faculty Senate for Clinicians – Beth Brigdon</li> <li>- Visit other key areas – Beth Brigdon</li> </ul>	IT – Ed Townsend & Evelyn Lawrence	
	Prepare a Scope document and Organization Chart for the Tech Fair project.	Beth Brigdon	

## Future Agenda Items

Item	Responsible
Think about who will sponsor the Tech Fair in 2006?	All
Demo of remote access options	IT – Onley Howser to coordinate