The work of the Information Technology and Library (ITAL) Board is an ongoing one, and thus, the academic year started with both old and new business. The first step the board took was the creation of a PROWL site to serve as a primary communication tool, on which all reports, minutes, announcements, presentations, and other important documentation will be posted. The PROWL site was up and running by the second block and has been used ever since. Major issues that came under discussion this year are included below:

**Role of the Information Management Division (IM) during emergency situations:** the start of the academic year 2009/10 coincided with the scare of the H1N1 flu virus. Since health crisis and similar emergency situations fall under the IM set of responsibilities, the ITAL Board started the year with a discussion of different scenarios in case the College will be forced to close, and how to support student work under such circumstances by using the IT infrastructure.

**The Oberlin Group and CLAC copyright guidelines project:** a review of copyright guidelines and policies from eighty liberal arts colleges prepared by a task force of IT and library directors with advice and counsel from a legal expert. The review process started in September 2009, when the board compared current copyright policies at CC with a draft of new suggested guidelines. The final draft produced by the copyright expert arrived right before our last meeting. It includes sections that define the legal requirements in lay terms, and a series of questions that institutions should address in developing their own policies. Over the summer, the Library Director will work with this document and the ITAL draft guidelines from last year to create a draft policy for the ITAL Board to consider next year.

**Hosted e-mail services:** The board considered several options for hosted e-mail and studied the various solutions available through Microsoft and Google. The ITAL Board was ready to recommend that move, joining thereby many other universities with hosted mail services. However, the FEC did not accept the plan, pointing out the need for further study of the many issues connected with such a migration. Uncertainty in the level of information security, the need for e-mail archiving and the ambiguous notion of legal responsibility and ownership were cited as the main obstacles to moving ahead with the plan.

**Bandwidth:** The subject of bandwidth has surfaced several times throughout the year, mainly due to the fact that CC’s contract with Time Warner expires in November 2010. Since the campus needs a plan for continuing Internet service a few options have been explored. The board invited a presentation on the history of CC’s bandwidth since the early 1990s. Included were several graphs, illustrating the growth in Internet use and capacity over the years, as well as a comparison between CC and other liberal arts colleges throughout the country in terms of internet use and infrastructure. One possible option is to join the Southern Colorado Optical Network (SCONE). This would require substantial infrastructure investment to connect to the network. Replacement of routers and other network equipment will also be needed to expand CC’s Internet pipe.

**Student Banner Implementation:** One of the most important issues this year was Student module of Banner and its state of implementation. The board received a live demonstration of some of its functions and features. The Student module is a large project, touching almost every aspect of the college. This module needs to be customized to fit CC’s particular needs. The project involves examining functionality and working on the module structure, security, data
migration, and customizing forms, while relating to the block plan, our major requirements, all-college requirements, and more. Once Student Banner is completed, faculty will be able to see course schedules, class lists, email all students in a class, and search the course catalog. All existing C3PO functionality will be operational in the Student module with many additional improvements, new features, and an updated interface. Lack of resources has slowed down any progress on the module development, but hiring of additional staffing was recently approved to support this work. The ITAL Board will help ITS in finding several beta testers to try out the system and make sure that it works perfectly prior to launching.

The Digital Archives of Colorado College is an institutional repository that is part of the Alliance Digital Repository and is still under development. The archive will include student work (such as Major Theses and Capstone Projects,) faculty work (published research and a variety of art works), Special Collections (image collections and a oral history collection,) as well as campus publications. A partial public version is already available online, while the curators are still improving the site and refining the policies (including copyright policy) of this important of digitized collection (http://www.coloradocollege.edu/library/index.php/about/digital-archives)

Developing a new budgeting model for funding the IT infrastructure: funding IT at CC is a major budgetary issue and ways to create a sustainable funding model are continuously examined. The Board had a preliminary discussion during its last meeting focusing mainly on an “inventory based” method of budgeting (rather than “request based”). Next year’s Board will be charged with examining and making recommendation to this issue.

CC Web overhaul and redesign: The CC website was last redesigned in 2004 and there is a serious need to update the key components of the site, including the technology running on the server, the information architecture, the site content & the visual design. A blog has been created to gather ideas and highlight examples of other web sites, and an open forum will enable a campus discussion and collaborative shaping of the new design. The ITAL board recommended that an ad hoc Redesign Committee be formed via presidential appointment.

Student Participation on the ITAL Board: Unfortunately, the student representatives assigned to this committee did not show up even once throughout the year. In spite of several reminders, requests, and communication with the Student Government Association, there was no student participation. This is especially regrettable, because a major aspect of our work and discussions focus specifically on students’ needs and services. Students’ voice on the ITAL committee will always be important! We expect them to be regular participants and ask the CCSGA to correct the situation next year.

Respectfully submitted by:

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