

## MINUTES

INSTRUCTION COUNCIL  
Friday, March 26, 2004  
9:00 a.m. – 10:30 a.m.  
101 Whitehurst Conference Room

Present: E Miller, T Wikle, J Nord, A Hyle, D Thompson, S Ownbey, A Carlozzi, C Clarke, B Ivy, G Gates, P Fagan, G Wiggins, S Snider LaBonte, B LaBonte, Mike Hewett

- 1. Information Technology – Migration Presentation**  
Information Technology (IT) will migrate their systems to the Microsoft Active Directory in-house for two weeks before migrating other areas. Old email addresses will be active for 60 days after migration and may be extended by request for a year at a time. (IT) indicated that they hoped to have the student labs migrated by June 4, 2004. IT will be creating new email addresses for all individuals being migrated. Students will be asked to provide their personal email address as it will be linked to their OSU email address. IT also hopes to keep alumni addresses on the email system. Within the next two weeks IT will be sending out postcards with instructions for activation. Faculty and staff need to activate their new accounts before IT will be able to migrate their system. IT will make 3 visits faculty and staff: (1) Premigration visit, verifying that the individual is ready for the migration, (2) Migration Day, the day the actual migration will take place, and (3) Post-Migration, to ensure that the migration is complete and functioning properly. IT noted that there should be a 36 hour activation timeline for new employees (once the EA is received in HR). IT will be providing 35 optional training courses from April 10th through May 10th and on-line training will also be available.
- 2. Discussion of Changes in University Outreach (Formerly Extension)**  
Dr. Gates asked the Council if they had seen the memo sent to their Deans regarding the structural changes to University Extension. Dr. Gates noted effective July 1, 2004, Independent and Correspondence Study will no longer exist and those courses will be managed by the Colleges. Dr. Hromas will become Director of International Studies and Outreach. As a result of the restructuring there could be layoffs and those decision will be made by April 1, 2004. The Colleges indicated that they see opportunities for growth within their units as a result of the restructuring.
- 3. Correspondence Courses**  
In light of the changes in outreach, council members were asked to discuss the future of correspondence courses with college leadership and we will continue discussions next time.

Adjourn: 10:35 a.m.