

Present: Lisha Li, Peter Nguyen, Jay Summet, Johanna Lotempio, Brian Gunter, Roman Grigoriev

## **Agenda**

### **Committee Leadership**

The committee elected Roman Grigoriev as the committee chairman by a unanimous vote.

### **SCO website**

The committee discussed the SCO website and recommended to:

1. To check with OIT regarding the time scale for redesign before migrating

### **The SCO Guide**

The contents of the SCO Guide were discussed. The following suggestions were made:

1. Replace the suggestion to avoid low-end hardware with a specification of minimal requirements
2. Reformat the printing section to improve readability
3. Update the antivirus software selection based on the most recent recommendations from OIT
4. Include the reference to e-Academy/On-the-Hub in Q&A
5. Remove the references to the 2-3 year hardware upgrade cycle
6. Minor corrections and updates (define ResNet (Residence Housing Network) on p.1 and update the link for Computer Security on p.9)

## **Decisions**

The committee will meet again in January and once a month in the Spring semester to make sure that the updated SCO Guide and website are ready in time for the new undergraduate class.

The SCO guide has been posted online and can be edited directly in Google Docs:

<https://docs.google.com/document/d/1FycbZjT54YlJcry4OzcU-mGR6rj54n4ytOCZmPH0kXQ/edit?usp=sharing>