f_For Physics

This page identifies PhysIT's activities, and their status, related to supporting Physics Administration and Instruction.

See also

- Documentation for Physics Administration and Instruction
    - a_Physics staff status chart
- Project Copernicus (PhysIT) (restricted, for PhysIT staff)

Contextual reminders

- Craig Wiggers started Monday, April 18, 2016. Following John Miner's retirement the previous Friday.
- PhysIT (via ChemIT) began service to Physics Admin and Instruction Nov. 1, 2013.

(Related, from before taking on Physics: ChemIT transitioned service from CCMR/ LASSP, coordinating with Barry. Mostly for the Freed group.)

On-going activities and projects

Review "Active", "Opportunities for improvement", and "Lower priority", below. For example, as of 5/18/16:

- Staff awareness on IT-related topics (IT Security and scams, Windows 10), Testing Center refresh, and whether and how to engage with ID Finder.
- Advising on the issues of community concern (IT security, compliance, robustness, etc.) related to the Grad Lab systems and many server services.

aa_Active

Activities and recommendations PhysIT actively working on.

- aa_Staff awareness on IT-related topics — Fall 2016, Craig intends to require all his staff to turn on Cornell's two-step authentication (aka Duo or dual-factor). Anything else desired by Physics staff?
    - Scam-proof Physics staff
- Hardware-related to-do's — Decide on support for instructional laptop Jenny uses.
- Non-PhysIT areas of responsibilities impacting PhysIT — Clarify areas which are not PhysIT's responsibility. Ensure good boundaries as appropriate if overlap unavoidable. Procure consulting or recommendations from PhysIT where desired and appropriate.
    - Get sign-off on Physics RedNet network — Clarify purpose, responsible parties, and relevant roles and responsibilities. Currently only the Grad Lab and their server's services.
    - Physics lab computers and status — Information regarding non-staff computers in Physics, only a select few of which PhysIT currently supports.
    - Review Physics non-research web site services — As of 8/27/15, PhysIT counts 5 web sites. Not PhysIT's responsibility, but we are available to provide consultation and recommendations.
    - Testing Center refresh — PhysIT staff is doing their best to support the systems in the Testing Center "as is". Invest in reimaging the computers there and ensure networking is optimized to improve PhysIT's capabilities to respond to issues there.
- yy_Lower priority — Good things to get done when high priority items done. Do as we are able in the meantime.
    - ID Finder and related, in Physics — Finding and eliminating sensitive data from Physics computers.
- zz_On-going or ad hoc — A place-holder to remind us of topics which come up or should be reviewed from time-to-time.
    - Review EZ-Backup accounts periodically — Completed 5/18/16. Consider revisiting at least ~annually.
    - Review hardware needs periodically as well as when requested — For core-staff, replacement budget drafted. Perhaps consider also doing so for other staff and or support areas, if not all.
    - Support related to any staff changes — Staff come and go. Planning can help ensure better services so please keep PhysIT "in the loop". Thank you!

z_Completed PhysIT tasks

Items parked here for future reference. Especially useful if any of these topics require revisiting later.

- Assisting with Nick's area — Relieving pain points and facilitating adoption of best practices and efficiencies.
- Consider: Migrate select staff to CIT's Desktop Everywhere — As of 5/18/16, not worth the effort and risks.
- Decide on disposition of Physics Mac laptop from Barry — The best we can tell, it was purchased approximately March 5, 2009, making it 4.5 years old. PhysIT using at an (old!) spare.
- Documentation of Physics file storage server — Running since before spring 2015.
- Effective use of Box.com — Discuss value and practical utility. Applicable to Physics, beyond John Miner? Answer: No, not with file share now in place.
- Effective use of Physics file storage server — As of 5/18/16, completed about one year ago, for all practical purposes.
    - Physics Admin Office Files Storage graphic
- Ensure adequate access to ChemIT's web resources — Re-branded some of our ChemIT site to welcome/ acknowledge Physics/ PhysIT's support.

- Ensure proper authority for EGAs and email lists. — As of 5/18/16, this had been completed years ago.
- Inventories for hardware, networks, software — Completed, mostly within 1st year. Data point: May 2015: Uncovered yet one more computer: Jenny's laptop. Can't manage what one doesn't know one has. Ensure appropriate metadata is captured for each list.
    - Hardware clean-out — Identifying equipment no longer of value to staff in the areas supported by PhysIT, in Physics Admin and Instruction. Determine best way to give it away or dispose of it.
- IT support ideas for Lou Hand — Ideas and choices related to provisioning IT support for Lou Hand to meet his needs cost-effectively.
- Migrate backup from Retrospect infrastructure — Create proposal for back-ups, ideally without depending on maintaining a Retrospect infrastructure. Ideas include EZ-Backup and/ or file server services from A&S.
- Migrate FileMakerPro away from Barry's server — Completed ~Dec 2014, to resolve reported problems. Move hosting of Physic's FileMakerPro server to A&S. (As has been done successfully in CCB, as a point of reference.)
- Migration from Retrospect
- New scanner for Kacey — Done.
- Physic's IT lead for NCP in Rockefeller — Michael Hint is assigned as IT lead for Physics Admin and Physics Instruction.
- Physics.cornell.edu domain name management — PhysIT has received the required authority to manage physics.cornell.edu domain.
- Physics iMac from Steve Lipson — Senior Lecturer Steve leaves Dec'13. His iMac then goes into Physics storage, so is able to be redeployed for future need.
- Physics primary web site — Barry hosts web site. BobM at A&S Communications supports, with retained CIT staff as back-up.
- PhysIT calling cards — Done.
- Printer inventory completed — Completed spring 2016. Had waited for Chemistry's printers first being added to PhysIT's "real" inventory system.
- Re-image computers with PhysIT's image — Mostly completed by spring 2015. One subsequent data-point: May 2015: Uncovered yet one more computer: Jenny's laptop. Prior notes on this task: Do this opportunistically, at least at first. Any new computer. Any problematic computer.
- Remedy queue, PhysIT — Done.
- Rockefeller NCP — Michael Hint coordinating with Kelly Brower to provide IT direction for building's network upgrade.
- Secure and standard wireless in Admin conference room — Completed ~ Jan 2015. Current wireless in Physics's Admin conference room is homebrew. Since access is not controlled, and on the Physics Admin network, this is "not good" from a security (and CU policy) perspective. Ideally, should be serviced by RedRover.
- Secure network — Proposal to add a best-practices layer of security on our network (ACLs).
- Secure printers — Change printer addresses to 10-space so can't be accessed unless on the department's network (or via VPN).
- Upgrade Bert's WinXP system — Completed May 2015. Bert uses special hardware and software, so the upgrade must be planned to reduce unpleasant surprises.
- Upgrading select staff computers — Completed ~Fall 2014, regarding getting approvals and funds. The Dell 745's (really, really old!) and older (!) computers are being replaced. Put on hold Dell 755's, and revisit summer 2014.
- Walk-through with stake-holders in various areas. — Completed ~ summer 2014. PhysIT expected to provide IT consulting to various folks who manage IT-related services in Physics. Ideally, learn about each environment and their needs before we are called in for consultation.