# 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.
    - Creation of an Honors Physics undergrad Lab — May 17, 2016: Mark shared with Oliver the idea of Physics setting up a computing lab to enhance learning opportunities for Honor Physics students. Move Grad Lab systems.
- 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.
    - 0) Problem statement — Oliver's description of need, from 2017-02-15 email to Brightworks.
    - 1) High level recommendations to refresh the Testing Center — Recreate current system on 3 new computers with current operating system and versions of applications
    - 2) Next steps and status reports, Testing Center — Attempt to track current and past work to make the Testing Center more robust.
    - Testing Center software relationships — Table containing the software "stack" of each Testing Center computer.
    - Testing Center workflow — Diagram showing relationships between functions needed, software used, and each computer's role.

## 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!