

## **Student Email Committee Charge**

The Student Email Committee, formed Fall 2007, is a special committee reporting to the Chief Technology Officer that will provide direction and recommend policy regarding the migration to a non-university managed, hosted email service for East Carolina students. The Committee is based on broad representation from departments, organizations, and groups throughout the university.

### **Charge of the Committee**

- Identify the challenges faced in switching to a hosted email service
  - Multiple accounts (PirateID, ECUID, email ID)
  - Multiple passphrases and associated various reset methods
- Determine project timelines to implement a hosted email service
  - Incoming perspective students
  - Current students
- Address possible new lifecycle requirements of student email accounts
  - When created
  - When deactivated/deleted
- Determine if student email accounts should be automatically generated or offered as an 'opt-in' service (will need one on file)
- Address possible new student email account (and PirateID) naming schemes
  - Fixed naming scheme –vs- user selected
- Develop a migration plan for current students to adopt a new hosted email service
  - Timeline (opt-in and/or mandatory)
- Coordinate presentations and events to facilitate the exchange of knowledge about the new hosted email service
- Develop recommendations and policies consistent with the goals and objectives of the University as they relate to student email

## **Committee Membership**

Chair: Ray Drake

### **Members (Confirmed):**

Academic Outreach – Matt Long

Admissions Undergraduate – Carol McElfresh

College of Fine Arts and Communication – Mike Dixon

ITCS – Technical staff representing Enterprise Applications; Support Services; Student Team and Onestop

Registrar – Angela Anderson

### **Members (Not Confirmed):**

SOM: representative from the Medical Student Council

SGA: Selected by SGA Executive Council (2)

Nursing Administration - Tom Andresky

Faculty Representative - Arts & Sciences

Faculty Representative - Technology & Computer Science

Faculty Representative –TBD (2)

Faculty Representative – FITCC