

# University Technology Advisory Committee

Western Oregon University

Meeting Agenda, January 24, 2020; 9am-11am, HL 301A

**Webex Link:** <https://wou.webex.com/meet/HL301A>

**Audio only phone option:** 1-415-655-0002;  
**meeting access code:** 802 203 563

**Committee Attendees:** Bill Kernan, Michael Smith, Chelle Batchelor, Camila Gabaldón, Beverly West, Ben Hays, Stacey Rainey, Amy Clark, Danielle Campbell, Judy Vanderburg

**Guests:**

**Note Taker:** Camila Gabaldon

## Begin Webex Recording

### Housekeeping

**9:05**

- WebEx attendance - could be an option for attendance as the system is working well.
- WebEx also records the meeting, but will retain note taker
- Note taker should periodically note time so that the recordings can be cross-referenced.
- Recordings will be on the drive about 4 hours after meeting
- Link will be included in call for agenda items

March Meeting will be March 20, to avoid Spring Break

### Review minutes

- [https://docs.google.com/document/d/1bjDaqh\\_XmY9KXY\\_Yn5T29H4MM38N0\\_6nV1bjwxq3MTbo/edit](https://docs.google.com/document/d/1bjDaqh_XmY9KXY_Yn5T29H4MM38N0_6nV1bjwxq3MTbo/edit)

Approved

### New business

**9:11**

- Subcommittee timelines

- LMS review is being sunsetted. Thanks to the LMS Subcommittee members for their diligent work.
  - Amy Clark
  - Ben Hays
  - Scott Carter
  - Erin B.
  - Steve Taylor
  - Amy Harwell
  - Dave McIvely
  - Annie Ittner
  - Adrienne Allerdt-Wong
- New LMS implementation team includes Stacey, Ben, Amy Clark, Amy Harwell
- Apple - Timeline: ongoing
- Survey tools - has not met, but may not be needed due to other work being done on this. Timeline: in the future
- Reporting - may need more time, structure, as it may be more on the scale of the LMS. Should use the same model as LMS review.
  - establish plan and bring to UTAC in spring
  - work over summer
  - implement plan in Fall
  - which will include gathering data from campus about needs, other system experience, etc.
  - recommendations to UTAC in winter
- Ellucian Mobile - sunseting soon? Still has a tasks around notifications and College Scheduler
- Technology plan - ongoing. Camila will convene and will email Adele to let her know.
- Technology Review (ATRC) - Steve Taylor is stepping off of UTAC and out of chair role in ATRC. Others are interested in stepping in, so that is being figured out. Steve asked us to table until next meeting.
- Other things?
  - We are moving to Parchment for online diplomas/transcripts. Doesn't need group approval, but getting the word out could use UTAC assistance.
- Subcommittees sign up sheet is being moved to subcommittees folder

## **Old business**

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## **UCS Updates & Security**

9:27AM

- Implementing server storage upgrades; improving performance and redundancy; no downtime anticipated

- Have a lot (petabyte) of storage that is coming to the end of its life, including H,I,J drives. Have ordered new controllers and storage much of which is solid state. It will be here next month and implemented in 2 month process.
- Increased performance and availability.
- Can optimize storage and recover space during implementation process.
- Not all is solid state. Not enough is SSD to impact our heating/cooling costs.
- We will have hot and cold data storage (hot data being data that has been used within X days, cold data being data that hasn't been used in that time frame)

9:34AM

- Responding to security threats
  - CISA group (Michael Ellis is a member) had a conference call post-assassination of Iranian General regarding a potential threat.
  - The MO of Iranian attacks tends to be to destroy the whole data center.
  - To keep our data safe, we are alternating between backup systems, with each one shut down for a week at a time, so that, if we do get compromised, we would lose, at most a week's worth of data.
  - Consultants recommended Amazon. Rather than transferring data over a network, we have selected the Snowball AWS product, which is a data center that was shipped to us. We have transferred our data to two of those, which were shipped to Amazon and transferred to their Glacier System. We have two additional Snowballs that our data continues to be transferred to.
  - This is a short term solution, will do an RFP for a long-term solution.

9:41AM

- Firewall
  - Michael will do a presentation on this
  - Have developed a hub and spoke design
  - Currently have a border wall and intrusion protection. Firewall is at layer 3
  - Spoke with Ana and the President
    - Consulted with PSU, who uses similar system
    - Consultant uses the same model at Clackamas CC, Trimet, Whitman College
    - Best practice is to keep it simple.
    - Have shipped and should be here in a couple weeks

- Will have a complete data center shutdown around midnight or 1 am.
  - Shutdown will need to happen soon because the rest can't be deployed without it.
  - Downtime would be estimated at 2 hours. Can prioritize what comes back first.
  - Advance notice and timing will be very important for this.
    - Friday night at (Saturday at 1am) might be better, as students tend to give themselves a break, plus that provides the weekend in case anything goes wrong
    - February 1 might be a good time for least impact on students
    - Also, payroll will be done at that point
- Computer replacement update
    - Bill sent a message in December
    - Has had positive feedback

**9:57**

### **Subcommittee reports**

- LMS Review Team
  - Canvas pilot approved; working on contract; aiming for Spring 2020 launch
  - Pilot is \$5000. If we go with Canvas, that will be applied to first year subscription
  - Ben and Amy have contacted vendor and are awaiting a reply
  - UBAC proposal is in the queue. In April may be asked to give a presentation. Should have a decision by the end of May.
  - Plan is to bring up Canvas, but keep Moodle running for 2020-2021.
  - We have a contract in the LMS review folder - should get it to legal ASAP.
  - Pilot should be up for spring. How are we going to decide who will be piloting?
    - We have 400 users for the pilot (students and teachers)
    - DSPS, CJS, BEH all have fully online programs
    - We need some hybrid and face-to-face courses that actively use Moodle.
    - Need a simple rubric to determine.
      - Should include format, discipline, summer instruction, use of Moodle, etc.
      - Funnel these to a Google Doc. - which we already have in the drive!

- If we want Banner and SAML integration, need to coordinate with UCS. May not need banner integration when we go live.
    - Sunset LMS Review Team, form an implementation team
      - Chelle is updating list in folder to represent implementation team.
  - Apple Subcommittee
    - Subcommittee meets 1/28. One hour meeting.
      - Getting feedback on the call for the classroom pilot
      - Chelle did most of the work as an individual for winter term, but would prefer to have a group make these decisions.
      - Has heard from one faculty member that they would need to know by week 7, in order to plan for this.
      - Library is close to capacity for space and time to manage these.
    - Student textbook & technology affordability survey launched
      - Asking about existing technology and what the impact of textbook cost is.
      - Within an hour had 150 responses.
    - December Strategy meeting about finding the funding to support this project.
      - New model projects declining enrollment.
      - In order to put iPads in the hands of all students would require a major donor. (2.5 million)
      - Not an impossible amount, but highest priority is student scholarships. iPads can be a secondary ask.
      - New idea - could provide refurbished iPads to students, which would be more affordable.
      - There is still interest at the administrative level of getting iPads into the hands of at least some students for next year.
  - Technology Plan
    - Met in December
  - Ellucian Mobile
    - Nothing further
  - Reporting Subcommittee
  - Policy Subcommittee

Ethan McMahan has developed a survey best practices document. We will look at a short version, with link to long version, to put in front of Qualtrics in the portal.