

University Technology Advisory Committee

Western Oregon University

Meeting Agenda, October 18, 2019; 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 (Co-Chair), Chelle Batchelor (Co-Chair), Beverly West, Ryan Jennings, Dona Vasas, Judy Vanderburg, Abdus Shahid, Steve Taylor, Camila Gabaldon, Kyler Dreyer, Danielle Campbell

Guests: Michael Ellis

Note Taker: Amy Clark

Begin Webex Recording

Review minutes

- https://docs.google.com/document/d/1HvSPmIoMI0mxU8t5rIcITzROehfIpfjRMg_5IcwsnMs/edit
- Meeting minutes approved with comment from Beverly West

Housekeeping

- December meeting: move to 20th? 13th?
- Move meeting to the 13th - will cancel if agenda is light or not time sensitive

New business

- ATRC (Steve, 20min)
 - Update on ATRC membership
 - Update from ATRC discussion at Faculty Senate meeting
 - Recommendation for UTAC to conduct a campus technology needs assessment
 - Steve had a prior appointment at the start of the meeting - Camila spoke on his behalf as part of a previous faculty senate conversation:

- ATRC has been struggling to get representation
 - There is confusion about their role and whether or not we need ATRC and UTAC
 - Last meeting had more membership and identified some work to do this year. So they'll meet this year.
 - Survey of faculty technology needs is on their list. Survey from UTAC or ATRC? Chelle thinks they want UTAC to do it.
 - Bev, as Staff Senate rep, recommended campus wide survey to gather info on all needs and to get larger # of responses.
 - ATRC = Academic Technology Resources Committee. A faculty senate committee.
 - Survey fatigue concern.
 - Used Stanford survey in the past. Use that this time? Judy, evaluate what the Stanford survey is trying to get at. Maybe good to use same or similar this time to compare change over time.
 - Who to send it to? Whole campus or sub-group? Was all of campus last time.
 - How do we get responses? Make it clear what they can get out of it, but don't use a lot of words...they'll stop reading.
 - Next meeting we'll review results from last survey. Have we met needs identified from last survey? If not maybe we focus on that rather than a new survey.
 - **The committee decided to return this action item to agenda for later consideration; Taylor arrived at the end of the discussion and inquired as to the status of the action item.**
- Formation of a group to monitor progress of iPad pilot, recommend how to assess it, and make recommendations related to possible future roll-out of iPads to all students (Chelle, 15min)
 - More classroom pilots approved. These new pilots supported by library. Undergraduate classes (FYS, WR 121). Students get iPad for the quarter and return at end of the quarter.
 - Faculty requested it, Chelle submitted proposal on their behalf.
 - Current pilots:
 - Strong Start students (20 students for duration)
 - SEP/Marshal has 25 iPads on cart used in class and returned to cart at end of class
 - 3 classes checking out iPads from library.
 - Some classes don't have their iPads in class yet and this is end of week 3. Some of these may need to be assessed in Winter to get a complete picture.
 - Strong Start have had iPads since week2.
 - Each pilot is being lead by a faculty member. They all have different plan of what to assess. There is no campus wide defined questions being assessed.

- What is their plan to assess?
- Academic innovation is end-user support
- UCS is technology support
- Monitoring pilot & assessment - who is responsible? UTAC subcommittee? Goal to make recommendations to the administration.
- Summer group that Ana created was administrative in nature and not intended to explore the questions that UTAC could.
- Chelle has been asked to ask campus for RFP course proposals for use if iPads.
 - Chelle would like assistance developing rubric to evaluate proposals
- Bev motioned to create temporary subcommittee to develop rubric - Camila seconded the motion - Bill asked if ATRC is more appropriate for this - Bev pointed out UTAC is more appropriate & there is concern about ATRC bandwidth for doing this - Judy suggests member or two from ATRC - Bev suggests faculty rep from MEd or MIS as their expertise is in that area - Chelle & Judy need a student voice -

Motion passed to create subcommittee - Chelle will followup on convening a group.

Old business

- RTA: Review of charge (Chelle & Bill, 20min)
 - Charge - https://drive.google.com/drive/folders/1ZO85vAdoiZReZ_tmwwxHtQ6i8O3HFqby
 - Membership - <http://www.wou.edu/utc/members/>
 - Reviewed the existing charge.
 - Noted sunseting subcommittees is something we need to be aware of and doing.
 - We are advisory. Our role is to make recommendations to the President.
 - Shahid - subpoints/document under each point re: what we're doing towards that point. Chelle will create list for website to address that.
 - Vick building - \$800k left for renovation & tech after \$2.7 million cost to purchase (\$3m was budgeted). UTAC tour of the building. UTAC recommendation re: set aside funds for tech. Apple has toured the building - they're interested in coding camps - however they are wanting us to buy they're products they aren't talking about donating or discounting hardware. Bev pointed out that there are non-profits that offer these camps and focus on underrepresented populations. Steve noted that the 800k will likely be taken up in the physical work - recommends we recommend separate tech budget (networking, wiring, computers, etc...). Bill hopes we can extend an existing network so we don't have to build new security etc... Invite Hilary to meeting - Bev will do this - **ask Hilary to set up a tour - Bev will**

work with Hilary on that - respond quickly to a scheduling survey.

- Membership - followup with people not attending, training for Webex (Steve noted he has tried to connect but it hasn't been working), Scott Carter has resigned - he was a presidential appointee so is up to the President to fill the spot as he sees fit.

Subcommittee reports

- LMS Review Team
 - Gathering input
 - Steve has taken over as convener with Scott's departure
 - Last presentation is Blackboard - need to get feedback for committee to evaluate
 - After presentations subcommittee will determine who to pilot - need to get through that quickly to start figuring out how to pilot things in Winter
 - Ryan mentioned making sure we consider support - is it included do we have to pay more for support with certain products
 - Can we afford any of them?
 - Kyler, staff senate, interested in LMS that can support staff training
 - Chelle - Bring summary report to UTAC before next step - Steve yes
- Technology Plan
 - Has not met.
 - Adele is cycling out - Camila will take over as convener
 - Melan Landon-Hayes will join us in Adele's place
- Ellucian Mobile
 - 1,200 downloads after was posted on homepage
 - IOS bug - Ellucian didn't help - so we created responsive webpage to give us control of order (Ellucian put them out in reverse order).
 - Process for reviewing what is available in Ellucian Mobile
 - Annual review of what is in there, to make sure it's all still being used/maintained
 - UTAC will review requests to add/remove items - can be new/old business if there are questions or can vote to approve/deny at new business stage if we decide we should for that particular request.
 - Camila suggests we build a rubric to evaluate requests to add/remove things from My WOU
 - Ryan will bring proposal on housing addition to My WOU
 - Amy - sunset this committee now? - not yet - create rubric first and then sunset - **ask Lisa to convene us again - Amy emailed Lisa**
- Reporting Subcommittee
- Policy Subcommittee - any who are interested in serving should sign up

UCS Updates & Security

- Status of smart classroom upgrades, current and future (Bill - 10min)
 - Bill presented on the timing of rotation of equipment in smart classrooms
 - Year 9 unsupported technology, year 10 unreliable, by year 12 unusable
 - See Bill's Google sheet for costs and cycle layout
 - Stacking up of need to upgrade/replace
 - Assumption that we're not building more, new buildings, and no emergency issues - makes current budget/cycle plan precarious
- "RedWolf 3", a cyber-security information monitoring system (Michael - 10min)
 - See Michael's powerpoint
 - Logging, reporting, & response tool
 - Will Shun bad traffic
 - Grow into SIEM (event monitoring tool)