

University Technology Advisory Committee

Western Oregon University

Meeting Agenda, December 13, 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: Chelle Batchelor, Bill Kernan, Kyler Dreyer, Camilla Gabaldon, Dona Vasas, Amy Clark, Melanie Landon-Hays, Abdus Shahid, Lisa Catto, & Judy Vanderburg.

Guests: Michael Ellis, Dave McEvelly, Annie Ittner, Amy Harwell

Note Taker: Kyler Dreyer

Begin Webex Recording

Review minutes

- <https://docs.google.com/document/d/1faJwiQzlycvrcXyEG3ej6sChbOfgrkpSQ426pQE779g/edit>

Housekeeping

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New business

- Michael Ellis - Cybersecurity training tool
 - Information security training program, since Spring
 - GLPA- legislation regarding Financial Aid, CS 20, and best practice
 - December 1st deadline set by Ana Karaman
 - UCS built system
 - Deployed 12/02/19 - 277 completed on that day
 - 949 Times Started
 - 881 Times Completed
 - 810 completed by unique users

- Avg time = 3minutes 35 seconds
- Many users with less than 15 seconds, time is reported to users at the end of training to encourage not to just click through.
- Trainings remain available through the training portal, people can complete multiple times.
- Positive feedback received from users, materials were useful, nice it only takes a few minutes
- Michael Ellis requesting members from UTAC to assist with the roll out of future materials. If folks are interested, get in touch with Michael Ellis.
 - Lisa Catto noted that
- Training materials to be launched next Monday
 - Melanie Landon-Hays suggested to keep momentum it may be best to wait until after the Christmas Break
 - Dona Vasas noted that students will still be in the portal, checking for grades, and account information
 - Classified and Unclassified staff should still be on campus
- Training portal will only show the next training in the library, so even if users do not take the training when it is released, it will remain on their portal until they have completed all released trainings
- LMS Review Committee report on findings and recommendations
 - Presentation given by: Amy Clark, Amy Harwell Ben Hays, Dave McEvelly, Annie Ittner.
 - Presentation found here: <https://docs.google.com/presentation/d/1LfBeVzZIPmdBPQsrxUHQumwu9TeOWxPxTbFlvvhBX3I/edit?usp=sharing>
 - Pros/Cons Summary
 - Pros by Demo/Survey - Small response rate
 - Comparison of Vendors
 - Question about our current status
 - We back up daily
 - Entire system recovery vs. Individual course recovery
 - Where hosted:
 - All East or West, Blackboard in Canada
 - Blackboard:
 - Unsure whether or not turnitin can be sued in conjunction with their anti-plagiarism tool
 - Canvas:
 - Supports face time review with students
 - Interfaces with TK20
 - Only vendor that offers updates without taking down for maintenance
 - Would still need to support turnitin as Canvas does not have an anti-plagiarism tool, Blackboard does have an anti-plagiarism tool but has a limited pool
 - Recommendation to UTAC:

- Recommending comprehensive pilot of Canvas starting Winter Term 2020
 - Clarified: Recommending pilot with intention of adopting canvas
 - **Judy Vanderburg motions to recommend pilot with intention of submitting UBAC proposal**
 - **Melanie Landon-Hays Seconded**
 - **All in Favor**
 - **No opposed**
- LMS Review committee will continue to convene to provide structure for the pilot
- Workgroup would be needed to talk about implementation of Canvas should it move forward
- LMS Review Sub-Committee will work on UBAC proposal before sunsetting
- Pilot and Implementation group to follow
 - Pilot can have 400 users - Estimating around 8 classes
 - Suggestion to have mix of types of classes in the pilot
 - Highly online
 - Hybrid
 - In-person
- Chelle Bachelor will email to president Fuller for funding to launch pilot
- Stakeholders that would need to be involved with pilot, but are not directly providing the course to submit a proposal for how they would be involved. Will work with Deans and provost to try and identify these stakeholders.
- Most likely will be a light pilot in Winter, with a larger more robust pilot in Spring.
- Involving Gen-ed Committee as faculty are currently looking at FYS seminars, taking into consideration a student perspectives
- Need to be able to promote pilot information to campus once it is completed
 - Workgroup will be responsible
- Sandbox environments for faculty to get their hands on Canvas.
- If pilot is successful, and decision is made to fund a RFP will need to be completed
 - Bill recommend the LMS workgroup work to create and grade the RFP
 - RFP process may take a lot of time and could hold up a Fall implementation
 - LMS Review Sub-committee will work to get an RFP created
- Plan to reach out to sub-committee and Bill, to discuss next steps. Email to Rex, Contract out to Legal. Figure out steps for timeline to get Pilot moving for possible implementation for Fall 2020.
- Vick Building Tour - discuss reflections, possible next steps
 - Updates:

- Roofing will begin shortly
- Met with Comcast, temporary service
- Neighbors are willing to share fiber strands to state data center at a low cost, our provider Niro(?) will then be able to pick us up at the state data center.

Old business

- Campus Technology Survey (recommended by ATRC) - Bill will report summary results from a UCS technology satisfaction survey that was conducted in 2017.
 - Resulted in identifying need for better wifi in residence halls
 - Wireless Access Points added to residence halls to respond
 - ATRC - clarifying requesting on what technologies are we interested in exploring vs. satisfaction with UCS services.
 - Appears that UTAC needs to work on survey geared more towards identifying needs / desires of campus
 - This will be a future agenda Item

Subcommittee reports

- LMS Review Team
 - Reporting under "New Business"
- Apple Subcommittee
 - Subcommittee formed
 - Few members from UTAC, ATRC Members, and some members involved with the Ipad Pilot.
 - Student textbook & technology affordability survey
 - Requested by Provost, provided some sample questions. Gathered some standard questions being used nationally around textbook & technology affordability.
 - Questions are currently in draft format
- Technology Plan
 - No new report
- Ellucian Mobile
 - To hold together group as requests come up
 - Notifications
 - New Apps
- Reporting Subcommittee
 - Group to meet and formally lay out a charge.
 - Will upload the charge to subcommittee folder once established.
- Policy Subcommittee
 - Arose because of a conversation of the implementation of qualtrics in the portal
 - Rob Winningham working with Ethan McMahan to create a splash page with information regarding FERPA and IRB prior to accessing qualtrics.

- Policy Subcommittee, regarding tools that are added and how they are implemented. When tools are added who should be given access, how would that be determined.
- Process needed to be defined.
- UTAC to recommend a process, create a standing committee or a rubric.

Adjourned: 10:35 AM