

University Technology Advisory Committee

Western Oregon University

Meeting Minutes January 14, 2021

Note Taker / Transcription: Steve Taylor

Review minutes link:

<https://drive.google.com/file/d/1Xq9czG2xLAeufUxv2KvE7kN-09MoV0-H/view?usp=sharing>

Committee Attendees: (partial list based on chat, no roll call provided on recording) Chelle Batchelor, Bill Kernan, Camila Gabaldon, Shahid Abdus, Ryan Jennings, Michael Reis, Lisa Catto, Amy Clark, Dona Vasas; Melanie Landon-Hayes

Guests: None identified

Approval of Minutes: November 2020 Meeting Minutes Approved (note: no meeting was held in December 2020)

Agenda Items

- *2020 Activities Review by Chelle*
 - Completed Canvas Recommendations (December 2019-January 2020) Summer 2020, review of LMS task force Canvas implementation plan; pilot / implementation in progress
 - Subcommittee transitions for Technology Plan
UTAC Technology Plan process was shelved for past year, group is in process of reactivating the project and advancing the strategic technology plan over the next year or two
 - Began work on Technology Needs Survey
ATRC recommendation from UTAC on assistance with a campus-wide technology needs survey, expanded to include all faculty and staff across campus. ATRC draft survey questions adapted by Bev West for inclusion of a more comprehensive survey. Intended survey review / edits have been on hold since last fall given the public health / universities circumstances since last summer and fall.
 - COVID-19

Spring / Summer 2020 much work on the fly to adapt to the COVID-19 public health response and action plan at WOU.

Bill commented on reminder of Ellucian mobile team effort in 2020 [audio on Zoom recording was not working from Bill's mic]

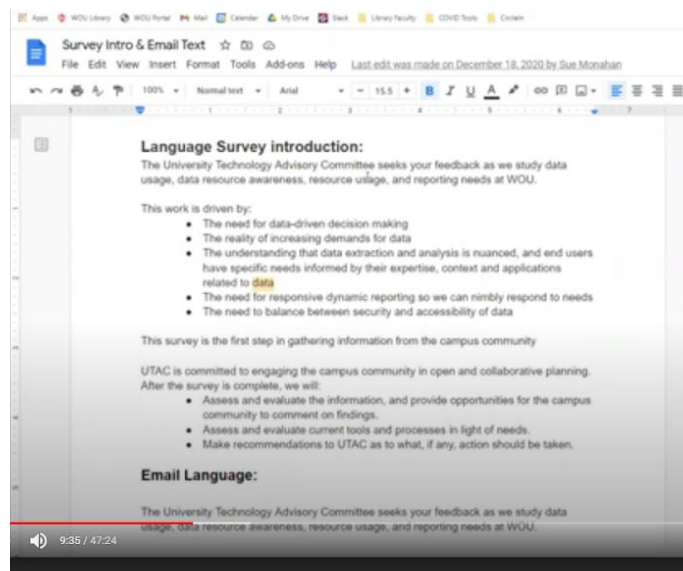
- **2021 Action Plan Overview by Chelle**

- Complete work on Reporting Needs Survey
 - The survey is built; draft introduction and email distribution language is crafted for distribution to the campus community in the next several weeks.

Subcommittee members have discussed plan for distribution to campus community. December meeting between subcommittee and UTAC co-chairs to review the survey plan. The survey is completed finished and ready for campus distribution.

Goal: need for data-driven decision making, devise a process for requesting and reporting procedure for campus data from user community. Reporting subcommittee will monitor survey results and make recommendations to UTAC regarding follow-up action.

The survey is designed as a broad-brushed analysis of campus needs for requests and reporting of institutional data. Types of needs and data styles will be assessed by the survey process.



- Survey distribution was delayed due to limited staff capacity, but it is now ready to go

- Currently planned for distribution next week - is this good timing?

Chelle poses question to group: is the timing right to distribute this survey next week? M. Reis comments that timing seems right, but acknowledges recent frustrations with institutional data access to the greater campus community; and suggests that the survey may be of assistance with future development of the IR office. Shahid recommends distributing survey ASAP; and comments on new data analyst staff position pending approval.

Chelle will relay to Amy that UTAC members are in agreement to formally distribute the Reporting Need Survey soon, with follow-up action pending.

- Reconstitute Technology Plan Subcommittee
 - Michael Reis has agreed to chair the subcommittee
 - Michael Ellis will represent UCS
 - Camila will continue, Camila agrees verbally to serve on committee

Chelle: A small and mighty team of 3 will serve as the technology plan subcommittee, with other members solicited as needed.

M. Reis comments that he is in the process of reviewing the existing draft technology plan documents. He is formulating some ideas on how to organize and prioritize the work completed thus far on the technology plan. Discussion follows on path forward from here, and connection of technology plan development in relation to WOU Strategic Plan.

- Tech Needs survey - tie in with work of Tech Plan Subcommittee
 - What do we want to capture in this moment? Lessons learned from COVID?
 - What information do we need to inform or implement the Tech Plan?
 - What longitudinal information do we need?

M. Reis, Chelle and Bill have been discussing the idea of a technology needs survey in the context of the revitalization of the technology planning committee. Discussion follows on linking the technology needs survey to the technology plan action item, with concordant alignment between all of the above. Initial idea is to further develop the technology plan outline, and use that information to help craft a final draft of the technology needs survey.

- Discussion: these projects are all focused on long-term strategic activities. Is there anything UTAC needs to be working on that would have a shorter planning horizon?

Chelle: commentary on the need for 1-2 years for data gathering and development of recommendations for technology reporting and technology planning activities, and related follow-up adaptation and implementation over time.

Chelle solicits discussion if there are any other short-term UTAC-related projects that should be considered at this point and placed as action items on the agenda. Bill comments: there is a need to make sure that technology planning and related activities should cut across all of the campus community, with broad representation, in addition to academics. M. Reis comments on the need for gap analysis during the technology plan development process. Bill recommends benchmark input from the various stakeholders on campus as the draft technology plan is developed.

No other UTAC action items or new agenda topics are offered by the group at this time; Chelle calls for open request for new agenda items as needed from the various stakeholder areas on campus, TBD.

Subcommittee updates

- Ellucian Mobile

No reports or updates at this time. Some original subcommittee members no longer serve on UTAC, should we ride with current membership or disband the committee? The Ellucian subcommittee hasn't met much beyond the app launch time period, so has been resting for a while.

Bill provides UCS commentary on the technology side of Ellucian Mobile app, with possible need for future updates, but no action items are currently on the agenda.

Chelle recommends disbanding the subcommittee given the above information; with call for objections. Further chat ensues, no objections are offered; decision is rendered to sunset the subcommittee.

Other Technology Updates

- CircleIn software implementation status report from Chelle:

Working group: Niki Weight, Chelle B., M. Reis, Kolis from UCS. CircleIn software was implemented at the start of winter term 2021. During week 1, technical issues developed with student login process. Additional technical support was needed from the developer to regroup and re-launch the software by Jan. 19. Log-in issues resolved further work in progress. Chelle and Niki are spreading the word to encourage student use. This is a new software product from a small company with

limited user base, and the software is still in testing / development phase. WOU is working with the developers to advance the CircleIn software implementation plan.

Last Call for Agenda Items...none received; Meeting adjourned at 46 minutes