University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

10/20/2023

Zoom Link

Committee Attendees:

Membership Roster

Guests: Nathan Sauer

Notetaker: Amy, Chelle

Notes from previous meeting

Agenda

New Agenda items

- Computer Labs on Campus (Nathan - guest)
  - 140 technology enhanced spaces - 38 computer labs (all but 3 of those are tech enhanced classrooms)
  - Avg cost per station in a lab is $1,800 per computer. 6-7 year replacement cycle.
  - Do we need these labs, are we utilizing them, is this where we should be putting our money?
  - Example: ITC 103, 104, 110 - Mac labs which tend to be more expensive. Specific to Creative Arts - not for general student use.
  - Gather data (Astra, Banner) & feedback from faculty.
  - Value engineering e.g., VDI option is cheaper than a full windows install on the individual computers. Make open work spaces as many students bring their own device.
  - Long term - do we continue putting computer labs in every building. Most buildings on campus has one or more computer labs. Possibly more centralized computer lab(s) instead of spread out.
  - List of campus computer labs: https://wou.edu/ucs/resources/computer-labs/?_q=Computer%20labs
  - Library has computer labs - Chelle supports an assessment and possibly decreasing the number of computers in these spaces.
  - Chelle Batchelor - like the idea of doing an evaluation, assessing how they are used, possibly having fewer computers in spaces, more space for students with their own device.

- ○ Jennifer Hansen also supports the assessment. In her experience they are not utilized in her area. Her students tend to have their own devices.
- ○ Camila: also supports an assessment. Emphasizes communication with faculty being key. Some faculty like to be able to take their students to a lab, and all the students have access to the same tools
- ○ Nathan - in the interest of fully using our spaces, could we shift some class times to different hours, and use one classroom for two classes instead of two? We have a lot of hours where these rooms are sitting open and not being used.
- ○ Amy- we're having conversations in Academic Affairs about the 10-2 crunch, so it would be good to bring classroom technology use into that conversation as well
- ○ Nathan - We don't have an accurate picture of computer lab usage yet - we need to get a full term in.
- ○ Amy: How can UTAC help, perhaps Nathan joins us again once he has Fall term data.
- ○ Chelle - stakeholder outreach could be targeted to faculty using the labs. There is probably a way to have fewer rooms meet the needs if we optimize the scheduling.
- ○ Amy - Deans offices would schedule the classes in specific classrooms. Classes tend to be held in the same room they were scheduled in in the past. Education has their own spaces in RWEC. They also have a guide for when courses should be offered.
- ○ Keats - For labs open for general student use, it would be good to know which labs students use more than others (and maybe why (e.g., location, software, hardware etc.)) Also, Sharyne Rials; Tiffany Smith would be contacts for learning more about which classes are scheduled in labs
- ○ Camila - Astra might capture some of the incidental uses, where a faculty member teaches one session of a class in a lab, but not the entire class
- ○ Amy - Banner should have class scheduling information. Astra will have other events scheduled in these spaces. Banner and Astra may not be consistent due to some sync issues we've encountered in the past.
- ○ Also consider Admissions, and other areas on campus that use computer labs for events
- ○ Next steps / action items:
    - ■ Amy/Chelle will bring to an academic council meeting; gather classroom assignment data if possible
    - ■ Camila - will check with Chris Mansayon in the Library to find out if he can access Astra data
    - ■ Nathan - monitoring Fall computer lab usage data
    - ■ RTA - faculty outreach based on Astra data & classroom assignment data - discuss at November meeting
    - ■ January meeting - invite faculty who want to participate in the conversation
    - ■ As part of this process we should consider universal design and accessibility

- - - Are there unmet needs on campus that unneeded computer labs could be used for? Amy/Chelle ask Dean's offices if they are aware of any.
      - Nathan: another suggestion - look at other universities to find out what they are doing, how they are meeting the needs of their faculty & students with technology classrooms / computer labs
- Generative AI use & policies
  - [UW Madison Example](#)
  - October 31st Generative AI info session. We are focused on how it is used in the classroom, but the example policy from UW Madison is more expansive and could be a UTAC or UCS initiative.
  - "You may only enter publicly available information into GenAI" - Amy has had conversations with people about this. Making sure they know that they should not put V#s, for example, into ChatGPT. She likes this example - if we don't give people guidance, they may do that sort of thing.
  - Data Integrity Group - Georgia & Amy have talked about changing the name to Data Governance Group. They have created a data guide, but they don't have a policy, which could change as they become part of UTAC
  - If we were going to have a GenAI policy, there could be data governance components to that as well. DIG would be a good group to work on data policy and/or definitions.
  - In terms of data governance and policies related to data usage, are we in line with similar schools? Smaller schools are probably closer to where we are, but the big schools like UO / OSU have more.
  - This might be something to tackle with Evan - this policy would be hard to build without the infrastructure that would support it (other important policies) - it would be good to get this all working together, and going through UTAC
  - One option would be to use the information security training
  - We could also start brainstorming definitions and components that would make up a policy infrastructure in this area. Maybe start with a project plan?
  - Jennifer - another thing that needs to be weaved in is making sure students aren't sharing their information either. Students are sharing a huge amount of data with AI when they use it for tasks like generating a resume or coverletter
  - Michael will create a cybersecurity training about not putting protected data in AI.
  - Chelle says they can also mention that during the information session and the warning to students about putting their information in AI which becomes publicly available.
  - Next steps:
    - Michael Ellis will create a security training
    - Chelle will add warnings about putting sensitive information into GenAI to the panel discussion
    - Circle back to awareness raising as a future agenda item
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Standing Agenda Items

- Subcommittee updates:
  - Name policy implementation:
    - Chairs - Evan Sorce will co-chair the subcommittee with Amy and they are meeting on Monday to schedule work sessions for process mapping.
    - Membership - TBD soon, Amy is working with Evan and will send the membership list to UTAC once it is finalized.
    - Mapping - Amy put together some sample process maps. The process maps will inform the timeline for implementation.
  - Accessibility - Stacey is not here. Cabinet reviewed the initial equity audit work plan. Work would start immediately and run through 2025. Accessibility is part of the plan. Physical and digital accessibility policies are part of the plan. They have not identified UTAC or other shared governance groups at this time, but logically UTAC could be plugged into that work at some point for digital accessibility.
  - Tech Plan
    - Chelle suggests we bring this back when Tom is with us.
    - Previous subcommittees did good work, but did not deliver a plan.
    - Amy -
- New technology requests
  - Digication - Judith Sylva will be implementing
  - Curriculum group - Curriculog may be
  - Title III grant - comes with funding for additional modules of Navigate. Predictive analytics have to be up and running in the first year
- Top-priority UCS projects
  - Examining moving Wordpress to an external host
  - Title III grant first year mandate(s) - Paige Jackson