University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

11/15/2024

Zoom Link

Committee Attendees:

Membership Roster

Guests:

Notetaker: Chelle/Amy/Tom

Agenda

Introductions / Updates

- Introductions

Old Business

Accessibility Policy Subcommittee

New Business

Digital Accessibility Policy - Chelle/Tom

- Form the team - Dan, Grant, Tom, Chelle,
- Chelle will reach out to GZ (faculty member)
- 📄 Digital Accessibility Policy for Western Oregon University
    - Should the policy be high level or detailed? Should detail be added when specifics are defined?

Software Procurement

- Need a list of software standards - compare new software to existing software. Is it strategic for the university
- FERPA, Security, and Accessibility standards need to be reviewed during purchase time
- All software purchases go through UCS
- https://procurement.psu.edu/new-software-request - checklist
- https://wou.edu/policycouncil/files/2024/10/Procurement_and_Contracting_Policy_FA-05-040-1.pdf
- Get the current process from Barb and Joanie. Document
  - UTAC volunteer to meet with folks involved and document.

Data Governance Process - Amy

- DIG will meet in Nov-Dec to draft a process; bring it to UTAC, then bring it to President's Cabinet.
- Banner Access Requests Group - has been working on creating categories for positions so access can be granted based on the position/profile rather than on a case-by-case basis
- We need a process to assign permissions and also an audit process for removing them.

- Very early draft Accessibility Policy from the Campus "Open Access" Accessibility Committee:
  - They are adapting this from OSU
  - The ADA requirements are changing
    - ADA Fact Sheet
    - High level summary LinkedIn article
  - Tina, Emily, & Desiree guests to discuss the policy.
    - Access at WOU Working Group (Tina Fuchs, Desiree Noah, Dominique Vargas, RianGayle, Stacey Rainey, Emily Herb)
    - Oregon Public University Synthesis
    - Best Practices for Accessible Events with Interpreting and/or Captions
    - WOU Policy on Nondiscrimination on the Basis of Disability
    - WOU Policy on Information Technology Accessibility
    - June 2027 deadline for compliance WCAG 2.1 Level A and AA guidelines. ADA Fact Sheet.
    - "All-in-One" Disability Accommodations Form and QR Code for WOU Events launched Oct 17.
    - Request UTAC take on the WOU Policy on Information Technology Accessibility policy. Currently we have a copy of OSU's policy as a starting point.

- - ■ Chelle noted that nobody currently on UTAC has the expertise or professional development to address this. Camila noted there is a current search underway for a web designer and perhaps this needs to be part of that position description and hiring process. Do we have experts on campus that we are unaware of that we can bring into this?
    - ■ Camila, the number of sites and pages at WOU are very large. One person cannot be responsible for that.
    - ■ Moving forward we need to consider putting this in position descriptions. Perhaps a lead in each area on campus. Training will be needed. Train the trainer could be an option, but need to get enough people trained to be able to stand up a train the trainer model without overburdening a small number of people. People will need access to information about tools to use to meet requirements (captioning tools/instructions, etc..).
    - ■ We discussed our comfort level moving forward with the OSU policy largely as is, which special attention to what they are doing that we may not have resources to do in the same way (e.g. their exceptions criteria/process).
    - ■ Brady mentioned that Bootstrap meets the requirements, but we're not using it very often on our websites. Camila mentioned it is problematic to use with WordPress.
    - ■ Training resources:
      - ● Free training: https://www.nwheat.org/
      - ● Not free: https://www.w3.org/WAI/courses/foundations-course/
    - ■ Dan suggests that we need to add to the policy example something specific to the academic content. OSU has accessibility and Canvas in a separate location, but not in policy.
    - ■ Goal policy adoption no later than the end of 2024/25 academic year, but the work to implement is significant so the sooner the better.
    - ■ Subcommittee (Campus Technology Accessibility Steering Committee) - Dan, Tom, & Grant interested in being part of it. Tom could lead it if nobody else volunteers.

- ● We will keep the November meeting on the schedule, but may be time the committees do work and the larger UTAC meeting may be canceled. December is not a good time to meet.
- ● From the retreat: https://docs.google.com/document/d/156Xo-5BaIfW9w0F3heXqq3O1MMh0n4vW3ugFsKzXcAA/edit?usp=drive_link

- ● Break out groups for discussion
  - ○ Questions about the policy
  - ○ Feedback on the draft policy
  - ○ Ideas for implementation

Standing Agenda Items

- Policy on Information Technology Accessibility (Campus Technology Accessibility Steering Committee)
- Security & Access: Group that is currently working on this would continue that work and report to UTAC in January.
- Software evaluation, approval, decision making: invite individuals from procurement to share their process/requirements, UCS regarding their review process, other outside experts to help us build a full picture of the process.

Subcommittee reports

DIG: Having initial data governance structure conversation. Amy, Gabe & Georgia will begin initial conversation and return to DIG for further discussion.

BFCC: Gabe has guided us through a quarterly systematized upgrade cycle model for Banner and Degree Works and BFCC has adopted this model.

Access and security - there is a group that started to have that conversation; maybe they could come to a future UTAC meeting.

New technology requests

Top-priority UCS projects

- October 18, 1pm-3pm
- November 15, 1pm-3pm
- December/January Meeting - January 10, 1pm-3pm
- February 21 Retreat - 12pm-4pm
- March/April Meeting - April 4, 1pm-3pm
- May 16, 1pm-3pm
- June 13, 1pm-3pm