University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

December 9, 2025

Zoom Link

Committee Attendees:

Membership Roster

Guests:

Notetaker: Chelle/Amy/Tom

Agenda

Introductions / Updates

- Guests: Chelsee Blatner and Edward Webb
- Introductions - All
- Data Governance Subcommittee Formation Progress Report
- Accessibility Policy implementation - see @WOU Newsletter for updates
    - Task forces: Faculty, Staff, Student

Old Business

New Business

RFP for room scheduling software - Chelsee and Edward
- Scheduling Software: Ad Astra to 25Live Pro. will also look at EMS, and Coursedog (from Amy)
    - Academics and Conference Scheduling
    - Meeting with key stakeholders to get feedback
    - Will do a demo with 25Live
    - Goal is to increase efficiency and save money. 80% reduction in effort at UTKn
    - 25Live feeds into Involve
    - Ad Astra contract lasts until October

- - 25Live can do scheduling quickly for schedulers; Library would like students to have the option.
    - Ed will share a 25 Live tutorial with screenshots
    - Desirable features:
      - Integration with Google Rooms
      - Web interface for short-duration unmediated room reservations (Library)
      - Integrated with coarse scheduling in Banner
    - Advice: involve UCS in the contract negotiation process. Need to make sure we aren't paying for the product before we are in production.
    - Other stakeholder group: Academic Affairs Council -

AI
- Last week CTL held an AI forum
- Something that was brought up - it would be helpful to have a list of AI tools and what they do
- Is this in UTAC's purview? If CTL wants to curate a list of tools, what other feedback would be helpful?
  - CTL could start the list, then bring it to UTAC
  - UTAC could help refine it, include additional guidance - understanding what agreements we have with particular tools (i.e. Gemini)
  - When you can spend money for AI, and how you do that. CIO at SOU or OIT said that if someone uses an AI product, and use their ProCard, the university will disallow it and tell them to use their personal credit card.
- Matthew - has a colleague at Amazon
- University needs an AI policy
  - What you can spend money on
  - What data you can put into an AI
  - AGENDA item for January - who would lead a subcommittee to develop AI policy?
    - Dan is willing to lead an effort that might start out less formal
    - Camila is willing to join the subcommittee

WOU Web Policy
- Under review
- Madison Avenue Collective is helping us redesign / redevelop the website
  - They are analyzing our web architecture, trying to make it clear and consistent
  - All pages look cohesive together, not just vaguely similar
  - Launch in December 2026
- There is an "ask questions" section on Marcom's website https://wou.edu/marcom/web-design/redesign-faqs/
- In the new WOU web environment, there will be:
  - A public-facing website that is consistent in look and feel
  - An internal-facing (non-public) website for communicating departmental information to faculty, staff and students.

Standing Agenda Items

Subcommittee reports

New technology requests

Top-priority UCS projects