

## **Faculty IT Advisory Committee**

Monday May 5, 2014

12:00pm — 1:30pm

Committee Members Present: Kevin Brown, Andrew Carlos, Bridget Ford, Aline Soules, Mitch Watnik, Jessica Weiss, Nancy White

Committee Members Not Present: Grant Kien, Jiming Wu

IT: Borre Ulrichsen, Matt Collins, Ron Santiago

### **1) Approval of Agenda**

Motion to approve agenda: Andrew

Second the motion: Nancy

All approved.

### **2) Approval of the 4/21/14 minutes**

Motion to approve agenda: Aline

Second the motion: Nancy

All approved.

### **3) Report of the Chair**

Mitch: ExCom sent the LMS Subcommittee to the Senate as an action item.

Mitch: 13-14 CAH 5 (ITAC Policies and Procedures) will be sent to ExCom and the Senate for review; the goal is for ITAC to be an ad-hoc committee without a time limit.

Mitch: "Technology in Teaching" subcommittee of CIC will discontinue after this academic year, since a member of CIC will be added to the ITAC committee.

Nancy: Proctoring software was requested in a recent CIC subcommittee meeting.

Matt: ITS started doing some research on proctoring software.

### **4) Report of the CIO**

Borre: IT security issue (Heartbleed) is no longer an issue on our campus, but ITS still recommends that everyone reset their passwords (including personal accounts / passwords).

Borre: Internet Explorer (IE) vulnerability issue is still an open issue.

Andrew: IE is the default browser on the Library computers.

Borre: May want to change the default browser in the Library to something other than IE.

Borre: Microsoft is still working on a fix.

Borre: Windows XP computers, there are a lot of XP computers on campus, and XP is no longer supported by Microsoft. Refresh Program takes care of 1 computer per staff/faculty members, and all computers in labs and classrooms. But many computers are not covered by this. May require additional computers to be refreshed or upgraded, or some computers to be retired. The Pioneer newspaper has taken an interest in this, and there may be an article about XP.

Borre: Draft policy is out for room scheduling and calendaring. The goal is that a single system should be used for managing all meeting spaces that can be reserved for events (classrooms, conference rooms, sporting venues, etc).

Borre: Will send out the draft policy to the ITAC committee. The project team can come to a future ITAC meeting if the committee has questions.

- Here is a link to the draft policy for room scheduling and calendaring, which Borre shared with the ITAC members after this meeting: [University Calendar and Scheduling Steering Committee - DRAFT Policies 2014\\_04\\_30.docx](#)

## **5) CAH 5: ITAC Policies and Procedures**

(The ITAC members who were present reviewed the latest draft of CAH 5 during this meeting, and Mitch made some edits directly in the document as it was reviewed.)

Aline: What if you can't get the ITAC members together to meet (for example, while the committee members are being appointed)? Is there some way to address this potential issue so that there isn't a long delay before the committee can meet?

Nancy: Quorum only applies to faculty members.

Nancy: The policy says that half of the ITAC members should be coming back in the Fall. So even if new people are being appointed, we should still have a quorum.

Aline: Just let this go and see how it works out in the Fall.

Bridget: New Director of Online College? Should this person be involved in ITAC?

Mitch: Maybe this will be the Presidential appointee.

Bridget: Maybe we should just encourage this to happen, rather than saying that this person should be on ITAC specifically.

Mitch: No change to the policy is needed at this time to address this question.

Motion to approve: Aline

Second: Jessica

All approved.

## **6) Future Other Topics to Discuss**

a) Check in on development of Student Affairs webpage that describes software titles available for students

Mitch: Should we invite Lori Erdman and the Bookstore people back for an update at a future meeting?

Aline: Who should we invite for an update? Also, we didn't recommend a deadline. Will they have something by the Fall term?

Mitch: Lori Erdman can give an update. Will follow up with Lori asking for an update and expected timeframe.

b) Check in on Blackboard Mobile App: communication to campus community and training for BB mobile apps as well as apps in general

Matt: A message should be going out to the campus some time this week.

c) Check in on Voicethread

Matt: Have to make sure that accessibility requirements are addressed. Also, need to see if we need to go out for a competitive bid process.

Aline: The contract needs to ensure that all of the Voicethread content developed by the Library is migrated to the main university Voicethread system.

Matt: Is anyone outside of the Library using Voicethread?

Andrew: Some individual users, but not entire departments.

Matt: Any migration needs to take into account all current Voicethread users.

Mitch: Any other topics for future consideration?

Bridget: "Promising Course Redesign" grant money from the CO? Should there be some coordination among faculty members who are using grant money to work on course improvements?

Jessica: Communication is a big problem in getting more faculty members to take advantage of these sorts of opportunities. Maybe a task force is needed to see how to improve communication.

Mitch: Should this be a future agenda item?

Jessica: This will be over soon.

Bridget: Can ITAC help leverage more resources from the university, since the grant money can be used for technology improvements.

Mitch: Yes, let's put this on the next agenda.

Nancy: Should we discuss proctoring software at the next meeting? If so, we should probably invite Donna Wiley.

Matt: Should focus on the handoff from the CIC subcommittee to ITAC.

Andrew: Since I'm on the CIC, I can help with the handoff.

## **7) Adjournment**

Adjourned at 1:30pm.