

# University Technology Advisory Committee

## Western Oregon University

Meeting Minutes, September 25 / 10:00am-12:00pm

### MINUTES

**Committee Attendees:** Chelle Batchelor, Michael Reis, Bill Kernan, Bev West, Steve Taylor, Camila Gabaldón, Lisa Catto, Ryan Jennings, Shahid Abdus, Amy Clark, Dona Vasas

### Guests:

**Note Taker:** Michael Reis

### Review minutes

- [https://docs.google.com/document/d/19NH\\_NFysYcmbDrOyp\\_KDspNXKUJLg6VOCeHdDIM1Yyg/edit](https://docs.google.com/document/d/19NH_NFysYcmbDrOyp_KDspNXKUJLg6VOCeHdDIM1Yyg/edit)
- Minutes approved

### UCS/Security Update

No update today

### New business

- [Annual Roster](#) review:
  - Continuing:
    - Chelle Batchelor Academic Affairs (Library and Academic Innovation), Co-chair
    - Lisa Catto Strategic Communications & Marketing; **updated to add Advancement Division**
    - Amy Clark Academic Affairs, Registrar
    - Bill Kernan University Computing Solutions, Co-chair
    - Michael Reis Academic Affairs, Academic Innovation
    - Abdus Shahid Vice President & General Counsel
    - Camila Gabaldón Faculty Senate
    - Dona Vasas Finance & Administration, **updated to add Accounting & Business Service**
    - Bev West Staff Senate
    - Steve Taylor Faculty Senate, ATRC
  - Vacant
    - Presidential Appointment
    - Student Affairs, Admissions (was Samhita Dixit)

- Student Affairs, UCS (Was Ryan Jennings but last meeting will be 9/25/20)
  - Pending Confirmation
    - Kyler Dreyer Staff Senate
    - Michael Smith Finance & Administration, Facilities
    - Melanie Landon-Hays Faculty Senate
    - Stacey Rainey Student Affairs, Office of Disability Services
    - Judy Vanderburg Vice President & General Counsel, Human Resources
    - NJ ASWOU
- Regular meeting time
  - Chelle will send out a When To Meet Poll for Fall term
- Reopening
  - [Technology spaces reopening plan](#)
    - [Web page](#) listing open labs (Thank you Beverly!)
    - Discussion: Are there ways to consolidate lab hours with open building hours to reduce redundancy in updates or have a clearer way to communicate to students what spaces are available? Building Managers may have the most up-to-date information.
    - Students with technical challenges in labs should contact UCS help desk, who can route them appropriately.
- Goal setting for 2020 - 2021 academic year
  - Communication with campus
    - Updates for Cabinet and Council from co-chairs at President Fuller's invitation
    - Posting minutes
    - Sending out "minutes approved" email to IC-Committees
  - Technology plan
    - Discussion: Update subcommittee membership for upcoming year. Determine a clearer focus for the plan (e.g. infrastructure, Applications for student success)
  - Technology needs survey
    - How will COVID impact responses and survey design?
    - What is the relationship between the survey and the technology plan? Which should come first? Consensus that survey should inform plan and will be focus of October meeting.
  - Existing subcommittees
    - Ellucian
    - Reporting
    - Apple Subcommittee
      - On Hiatus
    - LMS Implementation
- New academic technology
  - Academic Affairs is exploring the [CircleIn App](#)

- - Exploring this as possibly part of a grant or other funding. Provost has expressed interest. Provides a learning space for students to collaborate in a more social (online) environment to support connection during this time. Bev is project managing on the AA side and will coordinate with UCS.

### **Old business**

- Unicheck - Contract still under review by Legal, AI is ready to install it as soon as approved. Legal is prioritizing the contract given the start of the term.

### **Subcommittee reports**

- Technology Plan
  -
- Ellucian Mobile
  -
- Reporting Subcommittee
- LMS Implementation
  - Moving into having a significant number of courses in Canvas, about 1/3 of courses will be moved per term, there have been some data provisioning and SSO challenges. Trying to emphasize to faculty that this is a pilot implementation term. Gratitude for Bill & Kolis, and Amy Clark and registrar staff. There have been many good lessons learned for Winter term, so we'll have a smoother transition for the next group. Canvas has had unusual wait times because their K-12 customers shot up. Michael and Chelle have requested that they send us reports on their customer service times as they improve.