

# University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

September 22, 2023

[Zoom Link](#)

**Committee Attendees:** Amy Clark, Tom Litterer, Chelle Batchelor, Camila Gabaldon, Julie McMurry, Keats Chaves, Gregory Zobel, Steve Taylor, Dona Vasas

[Membership Roster](#)

**Guests:**

**Notetaker:** Chelle/Amy/Tom

[Notes from June meeting](#)

## Agenda

- Introductions
- Next meetings: labs on campus
  - How do we support students on their own technology? - We know that lab computers are virus free and functional. When we reduce the number of lab computers, how do we make sure students have access to printing, reliable computers for completing assignments, etc.
- Name Policy subcommittee - Amy - 20 minutes
  - Name policy is to define a university name, and a university legal name. Within the campus environment, we need to use the name a person wants to be identified with. But, for tax purposes, financial aid, and other functions we need to use the legal name.
  - The policy has been vetted and passed through President's Cabinet and will be going out for public comment in the first week of October
  - One of the messaging components will be, "this is a policy we are adopting with the understand it will take time to work through implementation"
  - UTAC will lead the implementation conversation and bring a recommendation back to Cabinet. Timeline, processes.
  - In order to do this, we need to create an implementation subcommittee.
  - [UTAC reviewed the Draft Charge](#)
  - Discussion: may need to have two meetings of the large stakeholder group because they will need time to orient themselves to the work of process mapping, and also to do the work.

- How do we make sure we've contacted everyone who needs to be included in the process mapping? - Data Integrity Group; BFCC; Cabinet; Senior Leadership
- [Themes \(objectives / priorities\) for UCS](#) - Tom - 30 minutes
  - Tom shared his vision for UCS. Themes include:
    - People first
    - Transparent Communication
    - Increase Efficiency
    - Upgrade and Modernize
    - Operational Excellence
    - Innovate
  - The committee provided input into the themes.
- UCS communication for transparency - In the discussion about themes, the committee also provided input into how UCS might create more transparent communication mechanisms. Examples included standardized alerts for system downtime and a request ticketing system.
- DUO adjustment - Tom - 5 minutes
- Existing subcommittees (Technology Plan, Ellucian Mobile, Accessibility) - update status, plan for upcoming year - remaining time
  - Sunset existing Ellucian Mobile subcommittee
  - Kolis is exploring Ellucian Experience Premium
  - Next meeting: planning for Technology Plan & Accessibility subcommittees