

Technology Advisory Council January 17, 2019 Minutes

Attendees: Kira Thomas, Cate Guenther, Jennifer Akexiou-Ray, Cassie Raulston, Kris Mascetti, Brian Prady, Wesley Hallman, Gheni Platenburg, Justin Barrick, Lee Somers (Faculty Senate sub), Heather Tinsley, Josh Miller, Deborah Braswell, Courtney Bentley, Amanda Tinney Fox, Susan Hayes.

Non-attendees: Brendan Beal, James Cranford, Craig Gray, Lillian Matthews, Timothy Nash, James Pope.

- 1) Minutes from 11/7/2018 meeting were approved.
- 2) Old Business
 - A. Contract Stipulations Process -The UM Affiliates Access Request Policy/Procedures document was handed out to TAC members. Craig will update procedures to the on-line form with directions to submit vendor questions to Connie Wyatt, IT Coordinator & Asset Specialist, with an expected response time of 3 days. Heather Tinsley requested a "Fact Page" be added to define and communicate the contract stipulations process.
 - B. Department/Office access to global emails - The requirement to identify and document emails that request Global access versus emails that just require department access was discussed. The Digital Communications Committee request input from TAC before this process is finalized.
- 3) New Business
 - A. Generic/Department email reviews – Recommendation was made to distribute a list of all email addresses, by department, to review for any that are not approved and/or used and to be removed.
 - B. TAC Leadership (Co-Chair and Secretary) – It was noted the 1/17/2019 will be Jennifer Ray's last meeting as TAC Co-chair. Cassie Raulston will replace Jennifer in this position. Jennifer's position for the Data Governance sub-committee has not yet been determined. Susan Hayes was introduced as Secretary for TAC.
- 4) Subcommittee Reports and Actions:
 - A. Academic Support – Standardization recommendations: The Academic Support Committee submitted the "Recommendations for Classroom Standardization Summer 2019" document to TAC.
 - B. Digital Communications –Proposed revisions to email guidelines and Falcon Digest: The Digital Communications Committee submitted the revised "UM Global & Targeted Group Email Guidelines" document for review. The recommended changes to Falcon Digest were also included in the section for *Alternative Approved Methods for Information Distribution* section. TAC is scheduled to vote on recommendation at the March 2019 meeting.
 - C. Policy and Procedures - We still need a volunteer to chair this committee.

- D. Projects and Planning – Kris Mascetti to submit a copy of proposed Charge draft for the Projects and Planning Committee to TAC for review. This committee needs 3 additional members and Jennifer Ray recommended a member of TAC be on this subcommittee.
- E. University Operations – Cate Guenther stated that UM had an updated contract from Stewart for print services. Cate will be leaving UM and a replacement for subcommittee will be announced. Kathy Adams updated TAC concerning the Banner 9 implementation with testing on-going and hopefully completed for Banner INB by end of January or first of February 2019. Banner Self-Service is not currently ready to be tested. Also, demo computers are available in IS&T Solution Center to review for upcoming computer refresh program.

Attachments:

- 1- Email Guidelines 2019 revision V1
- 2- Email Guidelines 2019 revision – summarization of changes
- 3- Standardization Recommendation 2019

**Respectfully,
Susan Hayes, TAC Secretary**