

# Technology Advisory Council

## September 10, 2019 Meeting Minutes

**Attendees:** Courtney Bentley, Marcus Lane, Cassie Raulston, Sheila Brandt, Brian Prady, Amanda Fox, Susan Hayes, Josh Miller, Kris Mascetti, Tim Nash, Craig Gray, Lisa Brown, Deborah Braswell

**Non-attendees:** Brendan Beal, James Pope, Kira Thomas, Wyatt Hall, Lanie Bell, Kelly Garrett

**I. Welcome**

**II. \*Minutes from 8/15/19 TAC Meeting - Approved**

**III. Old Business**

- a. Information Technology Security Program Policy 01.011 update – Craig sent to Brian for approved revisions. It will now go to Faculty Senate and Staff Senate for review for comments, suggestions, etc. Goal is for best policy for all constituents and to have in place for the UM Board of Trustees November 2019.

**IV. New Business - N/A**

**V. Subcommittee Reports and Actions**

- a. Academic Support – Lisa Brown
  - i. Subcommittee is meeting tomorrow and encouraged TAC members to talk to faculty for next room to have technology updated to standards. A list of classrooms will be forwarded to TAC for review. Lisa also suggested that CFA be represented to help identify CFA needs for recommendations for classrooms that need technology updated.
- b. Digital Communications – Courtney Bentley
  - i. Website update needs clarification between UG and Grad programs. Goal is to have completed before marketing campaigns begin in the Spring 2020 semester.
  - ii. \*Global email access request - Approved
- c. Executive – Amanda Fox
  - i. DCC representation – Kira Thomas will remain as DCC TAC representative until her current term expires.
  - ii. Athletics representation – Wyatt Hall was selected to represent Athletics on TAC.
  - iii. Faculty Senate representation – currently since no faculty member of the Faculty Senate committee is able to attend each monthly meeting, it was determined they would check in with TAC leadership monthly for updates.
  - iv. CFA representation – Marcus Lane was selected to represent Faculty CFA on TAC.
- d. Policy and Procedures – Brian Prady has emailed changes to TAC for review for Information Security Policy 01.011.
- e. Projects and Planning – Kris Mascetti
  - i. DUO update work to resume this month.

- ii. Zoom training has been provided for any faculty that are teaching hybrid classes. The product is free and there are online training guides. Non-faculty can also use Zoom technology. Lisa has placed a document on the Malone Center at <https://www.montevallo.edu/academics/malonecenter/instructional-technology-toolkit/student-engagement/communication-videoconferencing/>
- iii. IT Strategic Plan update - Subcommittee will be meeting next week.
- f. University Operations
  - i. Falcon Print update – Amanda Fox stated that so far feedback has been positive by students.
- g. Other business
  - i. 3rd Millennium Consent and Respect online training – Susan Hayes discussed the overall purpose of the 3<sup>rd</sup> Millennium software for assistance in HR compliance training requirements for all faculty/staff annually.
  - ii. UMBUG update – Amanda Fox stated there were updates to Banner Admin pages, Financial Aid, and the Student module. Self-service apps are pending single sign-ons and upgrades have been installed to update addresses online. UMBUG extended screen timeouts to 2 hours with 15 minute warning.
  - iii. Evisions update - Amanda Fox stated the update to Form Fusion was successful and any problems were resolved.
  - iv. Email Account closures and compromised accounts – IS&T is contacting faculty/staff to let them know their accounts have been compromised and assist with resetting their passwords. If the phone number on file is not correct, then an email is sent to an alternative address.
  - v. IS&T updates – Craig Gray informed TAC of the new collaborative teaching stations being installed in Myrick. It may be possible to have the next TAC meeting in this new technology enhanced room to see the benefits of the enhanced technology.

**Next Meeting** – Myrick Hall Room 114, October 7, 2019 1:00PM-2:00PM

**Respectfully,**  
**Susan Hayes, TAC Secretary**