

# Technology Advisory Council

## January 14, 2020 Minutes

**Attendees:** Courtney Bentley, Doug Smith, Marcus Lane, James Pope, Cassie Raulston, Sheila Brandt, Amanda Fox, Jordan Brooks (for Chris Brown), Susan Hayes, Josh Miller, Kris Mascetti, Anna Kate, Kristy Lee, Lisa Brown, Deborah Braswell

**Non-attendees:** Brendan Beal, Brian Prady, Kira Thomas, Tim Nash, Lanie Bell

**I. Welcome**

**II. \*Minutes from 11/12/19 TAC Meeting – Approved**

**III. IS&T update – Kristalyn Lee**

- a. Falcon Print. Meetings were held with students and it was determined that Falcon Print has been received well by students. Currently the swipe card access will not be rolled out to faculty and UM will not incur any cost for this decision. Stewart will work to help with an agreement revision, based on historical data, to recommend a plan for faculty printing procedures. There are machines used for multiple departments and a plan to properly separate costs will need to be addressed. Stewart will put together a grid of usage over the last 90 days for the Print Committee to review. The Print Committee will meet quarterly to ensure services are received as needed. It was recommended the 90-day period should begin at start of Fall 2019 semester for 90 days to get the most accurate usage data.
- b. VPAT. Overall goal is to improve customer experience while meeting faculty and staff system needs. IS&T will contract with a third party vendor to assist in determining security clearance for VPAT criteria to be able to approve new compliant software.

**IV. Subcommittee Reports and Actions**

- a. Academic Support – Lisa Brown
  - i. IS&T is in the budgeting process to determine how many rooms from the Summer 2020 classroom standardization list can be updated. At this point, they feel confident that Bloch 205, UMOM 201, and Comer 208 will be upgraded. There is a possibility, depending on cost, that Wills 201 could also be upgraded. IS&T is currently scheduling meetings with departments to discuss the specific pedagogical needs of the faculty that utilize each space to ensure the types and arrangement of technology satisfy these needs. IS&T is planning to update the EBSCO Room in

Carmichael. The EBSCO Room is not considered a classroom space but is a common use room. Updating it will benefit many departments, faculty, staff, and students across campus.

b. Digital Communications – Courtney Bentley

- i. \*Graduate webpage updates. DCC has approved the request for work on website so Wesley can work directly with KPS3. DCC request is to allow Wesley to work directly with these projects as long as no deviation occurs. DCC and TAC will be able to remove and approve these changes before they go live on website. **APPROVED**
- ii. DCC recommends for “GIVE Campus” affiliate webpage for Advancement opportunity for solicitation and funding sources. DCC has approved is seeking review and approval from TAC for Institutional branding for Give Campus.com. Additional information was requested pertaining to the how this system would actually work and who all will be allowed to use this functionality:
  1. *Will this be the only unofficial external web presence Advancement seeks permission to use? For the foreseeable future, yes.*
  2. *Please define “general fundraising needs”. Specifically, will this platform be open to programs and departments as well as administration? General fundraising needs covers the entirety of our fundraising in Advancement, from soliciting to gifts to stewarding individuals post-gift. This program will be utilized as needed to best support the fundraising efforts of the entire university. The program will be open to the entire university for utilization with Advancement serving as the administrator. The program will serve as a way to more easily “crowd-fund” and engage our alumni base in philanthropic efforts benefitting UM. Athletics is a major partner in this effort has served as a test for this system.*
  3. *Has Advancement discussed possible security threats with IS&T? The program was discussed with IS&T when the company’s services were originally contracted in the previous year.*
  4. *Point of Information – Advancement will need to work with Business Affairs to ensure compliance concerning the collection of funds through third party vendors.*

c. Executive – Susan Hayes

d. Policy and Procedures – Brian Prady

- i. Required IT security training has been approved by UM Board of Trustees. IS&T has requested this be an ongoing training and not just when a new

employee comes on board at UM. The plans on how this will be rolled out is being determined and IS&T would like feedback from TAC on what is the most effective way to handle. It was recommended a better campus process be set up so faculty and staff will know in advance of time needed to answer surveys or training. Questions asked were: 1) Can we consolidate the mandatory training to once year and at the same time? 2) It may be a timing issue of when faculty leave early while campus is open. The request was made to develop a more efficient way to roll out all of the mandatory training. Initial conversation indicate this training would be online. Kristy will provide update at February 2020 TAC meeting.

e. Projects and Planning – Kris Mascetti

i. IS&T project updates

1. Accommodation Management – moving forward with Procurement stages.
2. Event, Calendar, & Space Management software – will start once Tomeka has completed DSS software setups.
3. Document Imaging – groups coming together to raise funds for the document Imaging.
4. DUO authentication process – APP will be available for DUO authentication process.

f. University Operations – Amanda Fox

- i. The set up session for student profile for Banner self-services was recently set up with plans to roll out for campus use soon. There has been an upgrade to student tab in self-service. Advisors will also have these new screens so assist students that will contain additional information. At this time we are not sure when this will be used for faculty for advising. Faculty will have training sessions on how to use this upgrade. Faculty will work with Malone Center for training may for Fall 2020.
- ii. SharePoint access has many TAC Archives for everyone to access.

g. Other business – Plans are to build the Z forms and place on Banner 9.

**Next meeting** (Merrill Room) Tuesday, February 10, 2020, 1:00PM-2:30PM.

Respectfully,  
Susan Hayes, TAC Secretary