

Technology Advisory Council

February 10, 2020 Meeting Minutes

Attendees: Courtney Bentley, Brendan Beal, Marcus Lane, James Pope, Cassie Raulston, Sheila Brandt, Brian Prady, Amanda Fox, Kira Thomas, Chris Brown, Susan Hayes, Josh Miller, Kris Mascetti, Kristy Lee, Lisa Brown, Deborah Braswell, Victoria Long

Non-attendees: Doug Smith, Tim Nash, Lanie Bell, Kelly Garrett

- I. Welcome
- II. *Minutes from 01/14/2020 TAC Meeting - Approved with Updates
- III. IS&T update – Kristy Lee
 - a. VPAT – ongoing discussions in search of a vendor that can assist UM in the VPAT certification process.
- IV. **Subcommittee Reports and Actions**
 - a. Academic Support – Lisa Brown - No updates
 - b. Digital Communications – Courtney Bentley/Kira Thomas
 - i. *“GIVE Campus” affiliate webpage: updates were provided and included in the January 2020 minutes. Voted to approve pending security confirmation clearance with IS&T.
 - ii. Revised Academics Landing Page –A new landing page for academics has launched. The revised landing page is linked from the homepage and separates undergraduate majors, graduate programs and online programs with the goal of simplifying the search process for prospective students.
 - iii. Montevallo.edu Homepage Updates – Updates to the Montevallo.edu homepage have been delivered in first draft form. Wesley Hallman is working with representatives from IS&T and the DCC to assist in addressing any development issues prior to launch. The Digital Communications Committee was charged with reviewing the homepage from the perspective of the website being one of the biggest recruitment tools UM has to offer and the main gates for prospective students at both the undergraduate and graduate levels. Updates will include:
 1. More visuals and less text
 2. Clear calls-to-action (CTAs) for undergraduate and graduate programs.
 3. Less information to scroll through and clear breaks in information.
 - c. Executive – Susan Hayes - No updates
 - d. Policy and Procedures – Brian Prady
 - i. Required IT security training update – Victoria Long: Security training requirements were passed by the UM Board of Trustees in November 2019 for all new employees and then ongoing annual campus employee training afterwards.

A request was made to have demo for TAC. Instead of being once a year training that each staff would go through, it is designed for about 5 minutes a month to bring the security training to the forefront. Pending final confirmation with the vendor. Questions for TAC – do we want to see more on the training system and understanding what the ongoing monthly 5-minute training will actually be like. Wants a true understanding what the actual training will entail and how much time it will take. It was agreed that we need to have timely training to understand the new schemes. Victoria will follow up with Jason to get the vendor to specifically address the items of security training materials and time involvements and frequency, right now looking at monthly training. Ask vendor to submit examples of how training will actually look and presented. Will this be another password required?

e. Projects and Planning – Kris Mascetti

i. Project update items IS&T

1. Accommodation Management System is in the contracts/documentation review phase. There is a DSS start date of approximately April 1, 2020. This is when DSS could begin working in the software, not the go-live date.
2. Document Management/Imaging System is in the vendor review process stage. A review group has been formed and the hope is to have the demos completed by the end of February 2020. Moving through this step now will move the project while funding is still being sought.
3. Plagiarism Detection Software for Canvas has moved to the contracts/documentation review phase and has a start date of approximately April 1, 2020. Training will be coordinated with the Malone Center.
4. Two-Factor Authentication project DUO is set up and ready to turn on for testing. IS&T will soon begin an information campaign. Students will have a 30-day self-selected enrollment time period (during the spring semester). After that 30 day period, UM will mandate all students enroll. The faculty/staff enrollment period will begin approximately August 2020, with an approximate deadline date to enroll of September 30, 2020. This is an estimated timeline. Final information will be distributed officially to campus.

f. University Operations – Amanda Fox

- i. Computer Refresh – Victoria Long: Budget directors have received the computer refresh email from Connie, “If we move forward with this year’s refresh”, our current vendor will not providing an additional lease line for refresh. UM has to go out to bid. Once we have approval to move forward, the computer refresh program will move forward as quickly as possible, hoping to keep current and previous year timelines.

- ii. Fiber Project – Victoria Long – Fiber project has been a three-year project and is complete with the exception of Baseball complex.
- g. Other business
 - i. Victoria Long – brought to TAC an item that relates to BOX. IS&T had a three year renewal of BOX, and were told by BOX they no longer will offer the deep discounts offered other universities, basically tripling our cost. BOX gave us a year to review and determine usage. UM is currently working current Microsoft partners on “one drive” which is a collaboration of space similar to BOX. This has to occur prior to December 2020. Once IS&T has more information they will communicate to campus (and TAC) and will assist in migration of files, etc. Victoria asked that we share information as needed so we are not moving new files and processes to BOX. IS&T will work with each department to properly migrate files.
- V. Brendan Beal provided an update on Esports.

Next meeting (Merrill Room) Tuesday, March 10, 2020, 12:30PM-2:00PM

Respectfully,
Susan Hayes, TAC Secretary