

Technology Advisory Council

January 11, 2021 Minutes

Attendees: Carolyn Garrity, Brendan Beal, Marcus Lane, Milad Jasemi, Sheila Brandt, Amanda Fox, Kira Thomas, Susan Hayes, Kathy Adams, Kristy Lee, Barbara Lewis, Deborah Braswell, Abby Askins, Brian Prady, Cassie Raulston, Courtney Bentley, Erik Maas, Victoria Long

Non-attendees: Tim Nash, Caitlin Blackburn, Josh Miller, Natalie Seavers

I. ***Minutes from 12/7/2020 TAC Meeting – Approved.**

II. IS&T update – Kristy Lee

- a. IS&T Audit: IS&T has received the preliminary IS&T audit report from Warren Averitt. There were no high impact risks. There were several medium impact risks identified including security awareness training, multi-factor authentication, and local administrator access. IS&T was already making progress on these items. A review of IS&T policies and procedures was listed as a low impact risk.
- b. Review of Policies: Once the audit is finalized, IS&T would like to work with the TAC policy and procedures subcommittee to review policies.
- c. Security Training: IS&T recommends security awareness training take place monthly. Each training will take approximately five minutes to complete. Supervisors will receive a quarterly report of their direct reports' activity in the system. This recommendation will be presented for approval by Executive Cabinet during its next meeting.
- d. Dual Sign-on: IS&T will begin implementation of DUO dual authentication after students return to in-class instruction the week of January 25th.

III. Subcommittee Reports and Actions

a. Academic Support – Barbara Lewis

- i. Classroom Technology Upgrades Summer 2021 - After consulting with department chairs and faculty, reviewing classroom utilization data, evaluating faculty interest in and use of technology, and deliberating as a committee, the Classroom Prioritization Committee, a subcommittee of the Technology Advisory Committee, would like to make the following recommendations for classrooms to be standardized during summer 2021:
 1. Humanities Hall 206
 2. EBSCO Classroom
 3. Bloch 205
 4. UMOM 220
 5. Davis 215

This list of recommended classrooms are ranked according to priority as established by the committee. The committee requests that IS&T consult with

the Department Chair and/or Program Coordinator regarding specific pedagogical needs of the faculty that utilize each space to ensure that the types and arrangement of technology satisfy these needs. The committee also requests that we be notified at the end of summer which classrooms have received changes in technology and of any deviations from the standard classroom equipment list that are made in these classrooms in order to comply with such room-specific requests.

- ii. Canvas access – Victoria Long: In cases where an Incomplete was given/will be given and the student is awarded additional time to access the course material in Canvas, an email should be submitted to the Solution Center, solutioncenter@montevallo.edu. The email should include the Canvas course, the dates in which access is being requested/extended, the student name and M number. This request will need to be approved by the Registrar prior to adding the student and the Registrar is copied on the ticket so that she may reply directly. Upon approval, a new section will be manually added to the original Canvas course by the Canvas Admin. Both the instructor and student would be added to the new section and able to access the original course material based on the new dates for the new course section.
- b. Digital Communications – Kira Thomas no updates
- c. Executive – Susan Hayes no updates
- d. Policy and Procedures – Brian Prady no updates
- e. Projects and Planning – Kathy Adams – UM has contracted with KPS3 to transfer website from old server to new server and document imaging software implementation is scheduled to start soon. All other items remain the same as prior month updates.
 - i. Oracle upgrade
 - ii. Evisions Product Suite upgrade
 - iii. Report Writing project
 - iv. Banner 9 self-services
 - v. Security updates
 - vi. Banner 8 forms transition
- f. University Operations – Carolyn Garrity has accepted subcommittee chair position.
- g. Other business – Brian Prady stated recent alarm system updates were successfully completed.

Respectfully,

Susan F. Hayes, TAC Secretary