

Technology Advisory Council

November 9th, 2021 Meeting Minutes

Attendees: Abbie Clark, Amanda Fox, Barbara Lewis, Brendan Beal, Cassie Raulston, Carolyn Garrity, Deborah Braswell, Jordan Brooks, Kathy Adams, Kristy Lee, Marcus Lane, Steve Peters, Tim Nash, Wesley Hallman

Non-Attendees: Susan Hayes, Milad Jasemi, Sheila Brandt, Brian Prady, Josh Miller, Jayden Spear

- I. ***Minutes from October 2021 TAC Meeting - Approved**
- II. IS&T update – Kristy Lee
 - a. IS&T audit: The 2021 IS&T audit started at the end of last month with Warren Averett. The IS&T leadership team has its initial meeting with the Warren Averett representative yesterday. The goal is to have all requested documents submitted by the end of November, and to conclude the audit process before the winter break.
 - b. Security training update: 24% of faculty and staff have completed the security training through Threat Advice. 2% have partially completed the training. Please encourage those in your area to log into Threat Advice and start the training.
 - c. Internet-WIFI issue update: Alabama Super Computer was out for 42 hours last month due to a faulty piece of AT&T hardware at its Calera site. To prevent this from happening again, we are contracting to put in a redundant internet connection with Spectrum, so we will have both AT&T and Spectrum as a backup. This Spectrum connection would be independent of the residential Spectrum. Our public IPs would fail over too to keep us up and going. We are also upgrading bandwidth to 750 Meg from 500 Meg
 - d. iPad check out system: IS&T has a one device policy per user. There have been requests for iPads, in addition to desktop/laptops users already have. As a response, IS&T is working to implement an iPad check out system similar to what the Malone Center does. We hope to start this at the beginning of the spring semester, if the devices arrive in time.
- III. Subcommittee Reports and Actions
 - a. Academic Support – Barbara Lewis: Summer projects selection process update: The Academic Support Committee of the Technology Advisory Council works in conjunction with the Malone Center for Excellence in Teaching and the division of Information Services and Technology (IS&T) to evaluate, promote, and implement the use of classroom and distance education technology in the teaching and learning environment for students, faculty, staff, and administrators. Committee membership include a representative from each department of the University, a student in good standing, a member of the Malone Center (chair, ex officio, non-voting), and the IS&T Academic Support Manager (ex officio, non-voting).

The committee members are chosen by their Deans or department chairs to serve as the department's representative. Each committee member is charged to speak with their department and bring forward rooms for recommendation when the committee meets. The committee discuss each department's justifications for this recommendation and then deliberate on which spaces should be prioritized. Data provided and included in these discussions include the number of premium spaces currently held by each department, the number of students impacted by each space, number of faculty impacted by each space, and the types of technology currently housed in the spaces. The committee then votes in a ranked poll that allows committee members to rank the rooms in the order they believe the spaces should be prioritized.

The room upgrades for summer 2022 have already been chosen by the committee this year, however if a faculty member has any rooms that they would like to be considered when the committee next votes, they should speak to their representative and see if this is something the department agrees upon. If you are unsure of who currently represents your department, please contact the chair of the Academic Support Committee: Barbara Ann Lewis.

- b. Digital Communications – Wesley Hallman**
 - i. GEAR UP Jefferson County request. Wesley met with Dr. Cassie Raulston, Jenny Ceesay and Takia Hassell on Monday to gather additional information about the affiliate website request to present to the DCC at our January 2022 meeting. We will review the information in January 2022 and approve/deny the request to present at TAC February 2022 meeting.
- c. Executive – Susan Hayes**
 - i. Faculty Assembly Update: Faculty Assembly meeting occurred and now waiting on results.
- d. Policy and Procedures – Brian Prady**
 - i. Update: The committee approved Policy 01:010-Use of Information Resources and Policy 01:011-Information Technology Security Program. These will both go before UM Board at February 2022 meeting.
- e. Projects and Planning – Kathy Adams**
 - i. Online campus directory issue: it is not being updated. The nightly script that pulls out of banner is not updating the directory. We have reached out to KPS3 for assistance.
 - ii. OCR update: We have two issues KPS3 is working on. One should be finished by this Friday. The other should be finished in December or early January due to their high volume of work. There is one issue
 - iii. SSO/integration projects: we are currently working on setting up single sign-on and integration with a few of software companies. Portfolium is one of them (for the QEP).
 - iv. Recruit upgrade: It should be ready this month for functional users to start testing with a goal of updating production in the spring.
 - v. Scholarship automation: working with Financial Aid to automate putting scholarships awards in Banner and updating them as necessary.

- vi. Banner 9 self-service applications: just got them working in pre-prod last week. We are working with the different functional areas to test them and plan go-live.
- vii. Banner 8 forms conversion: I continue to work with functional areas on testing these.
- viii. Box to OneDrive conversion questions: I received these questions from Barbara Ann Lewis that she collected from her area
 - 1. Will IS&T transfer files with sufficient time while there is still access to box so that users can double check the accuracy of the move and ensure that their files are where they should be?
 - a. Yes. There will be a period of time that we will be synchronizing files from Box to OneDrive. If a duplicate file exists, the newest version will be kept in OneDrive.
 - 2. Will files and folders keep their same hierarchy they preciously had?
 - a. Yes.
 - 3. Will the owner of the files and folders be the one who the folders stay with or will it be the original creator of the files? If there are multiple co-owners of files how will this work?
 - a. Only the files that are in a user's Box Account will be migrated to their OneDrive Account. Only the Owner of the Box/OneDrive account will be the Owner of the Files. A report will be sent to each user from IS&T listing the Box files and folders that have been shared. Any files or folders that users have shared from Box will need to be shared again from One Drive once the process is complete.
 - 4. Will files that are currently uploaded to Box but NOT synced to the user's computer be migrated from Box to OneDrive?
 - a. All files in a Box Account will be migrated to OneDrive.
 - 5. Will IS&T change the dynamic forms that currently allow users to upload files to a shared box folder to a shared OneDrive folder? For example, the Malone Center has a Captioning Request form that uses box to share files that are submitted.
 - a. The Dynamic Form Organization's Admin will need to modify the form if any specific information points to a Box folder. In addition, the website content owner will need to modify the webpage that has the folder location, which I believe is how the Malone Center has it currently set up.
- f. University Operations – Carolyn Garrity
 - i. New work group: Staff Senate, Faculty Senate Rep, IS&T reps.
 - ii. Rubric redesign process: We are forming a subcommittee, Kate Stephens (student rep) Josh and Carolyn. Then will look at process on approvals/non-approvals. Will review current process. Waiting for results of faculty senate as well.

g. Other business

****Item may require action or vote***

Next meeting: ZOOM – Tuesday January 11, 2022, 2:00PM-3:00PM

Note: December 2021 meeting cancelled.