

2024-2025 | TECHNOLOGY ADVISORY COUNCIL (TAC)

Meeting Minutes

Date: October 28, 2024

Time: 1:00 p.m.

Location: Stephens Conference Room

In attendance: Wesley Hallman, Brendan Beal, Tomeka Jones, Kaley Martin, Shafqat Shad, Donna Ploessl, Sheila Brandt, Audra White, Wyatt Hall, Jessica Keith, Hilary Dutton, Josh Miller, Ben Hayes, Christine Soria, Kira Thomas, Amiee Mellon, Barbara Ann Lewis, Tomeiko Scott, Joe Walsh, SGA representative

Not present: Cassie Raulston, Cheng Hua, Amiee Mellon, Ryan Spanier, George Lytle

1. The meeting was called to order at 1:01 by Wesley Hallman. Started with introductions of all members on the TAC committee.
2. September 2024 minutes reviewed and approved as written.
3. **TAC subcommittee rosters**—We have updated our subcommittee memberships from last year to this year and have also added a new subcommittee, the Administrative AI committee. The Policies and Procedures committee chair, Shafqat Shad, has accepted the chair position on the Administrative AI committee, and Hilary Dutton will assume the position of chair on the Policies and Procedures committee.

Tomeka Jones has stepped into the Chair position of the Projects & Planning committee.

We still have one position open on the Digital Communications Committee which will be filled by the newest hire in Graduate Studies once they come onboard.

A list of all TAC subcommittees and their members was emailed to the group earlier and will be attached to the meeting minutes as well.

4. **Formulation of AI subcommittee (Chair/Co-Chair)**—Dr. Shad is the faculty representation on this committee, and he will serve as chair. There was a discussion of having a co-chair that will represent Staff added to this committee from the list of current members. Once the subcommittee has its first meeting, they will discuss adding a co-chair.

This main purpose of this new committee will be to focus on business functions. Dr. Walsh advised that one of the priorities of this committee should be to set guidelines/policies for use and consideration of software adoption. Also, helping us understand/increase efficiency for operational use within the University. This is a task force focused on administrative purposes, Emily Gill and the Malone center will handle more of the academic side.

5. **IS&T Strategic Plan Update**—IS&T met with the consultants a couple of weeks ago. Surveys were conducted as well as open session across campus, giving employees an opportunity to meet with consultants and give ideas of what they foresee with the future of IS&T. They came up with a preliminary list of topics and have a rough outline of a strategic plan.

They have narrowed it down to 7 major goals:

- a. Enhance our cybersecurity program and move away from threat advice program going more towards something more meaningful
- b. Develop data governance and information privacy strategies
- c. Supporting teaching and learning—ways that IS&T will support faculty in the classroom and student learning.
- d. Develop IS&T staff
- e. Increase operational efficiency
- f. Replace and upgrade our ERP system (banner)—we will replace banner because banner, as we know it, is going away, moving to the cloud. Whether we go with banner in the cloud or another system altogether. Banner will

not be operational as it currently is within 5 years so this is a priority for the University

- g. Develop and implement a portal within our website so that things will be more user-specific that are relevant for each individual. Anything internal to the University will be behind the portal and only available to UM employees

Dr Walsh advised that IS&T hopes to have all of this fleshed out and up on the website by the spring semester.

6. CIO Updates—

- a. Residential Wi-Fi through Apogee continues to provide excellent service with a very low number of student issues and prompt resolution of all of them. The Apogee-Montevallo September service report has been sent to all TAC members for review.
- b. IS&T Operations has upgraded the data center firewall to a new, redundant pair of firewalls for added network security and reduction of maintenance-related network downtime.
- c. IS&T has implemented and launched 25Live event management software, which will allow users, on and off campus, to reserve campus facilities.
- d. Academic Support is working with Student Life and Physical Plant on the proposed renovation of the Gaming Room in Farmer Hall.
- e. IS&T Operations assisted with installing new networked camera and video capture and playback system for the nursing program and the Grainger Community Counseling and Wellness Clinic.
- f. IS&T will implement a new, more modern ticketing and asset management system this fall with an anticipated release in January 2025.

- ## **7. Website Redesign Update—**
- Wesley advised that UM has been working on the website redesign for about 15 months and are currently meeting to review all edits and making sure all material/content has been moved over properly. Web content manager training should occur mid-November through the end of the year so that content managers can go through everything in person. Training sessions will be recorded.

January 2025 is the anticipated launch date. The portal for current employees will come at a later date in time. Marketing & Communications is working on the home page and trying to get that ready for the new launch.

8. **Slate Implementation Update**—They have finalized the undergraduate application and are currently focusing on the graduate application process. The data will be integrated from the application into banner. Slate can manage the entire communications process; UM is working to streamline many of these processes that are currently managed by several different external vendors.

9. Subcommittee Reports

- a. **Academic Support**—Barbara Ann advised the committee met September 30th, to review/edit their charge. They also created a rubric for the room upgrade process. Submissions opened on October 1st and will be open through the 31st. Those submissions will be reviewed and voted on as a committee at their next meeting.

Donna Ploesl advised that there is a conference room in her department that has not been updated in years that needs to be refreshed, but because it's not a technical "academic" environment, it doesn't meet the threshold of what needs to be considered. There needs to be further guidance as to what qualifies for refresh or what would fall under specific department budgets.

The TAC committee will review the proposed changes for the committee charge at our next meeting and vote to accept the new charge or make changes to be more specific.

- b. **Digital Communications**—Kira advised no updates
- c. **Executive**—their main goal has been to get the AI committee up and running. Dr. Shad will advise of that committees next meeting.
- d. **Policies and Procedures**—no updates

e. **Projects and Planning**—Tomeka will work to revamp this committee to get some policies and procedures updated so that there is more clarity as to who has what projects.

10. **New/Other Business**—Wesley advised that, within the past year, there have been requests come in from different departments working on fundraising events. Blockbod has the only approved script. He wanted to know if other departments would be able to add to the approved script. Dr. Walsh advised this will be an IS&T discussion outside of the TAC meeting and he will follow up with Wesley.

It was also noted that TAC meeting minutes have not been published on the website. TAC leadership will work to get that updated so others can view the minutes as needed.

11. **Adjourn meeting**—meeting adjourned at 2:15

2024-2025 TAC Members & Subcommittees:

2024-2025 TAC

Cassie Raulston, CEHD/Instructional Technology

Tomeka Jones, IS&T (Chair of Projects and Planning)

Brendan Beal, CAS

Kaley Martin, COFA

Shafqat Shad, SCOB (Chair of Administrative Artificial Intelligence)

George Lytle, Faculty Senate Liaison

Donna Ploessl, CEHD and Deans Council

Sheila Brandt, Carmichael

Audra White, Academic Affairs

Wesley Hallman, Advancement and External Affairs

Wyatt Hall, Athletics

Jessica Keith, Business Affairs

Hilary Dutton, IRPA (Chair of Policies and Procedures)

Josh Miller, Counseling Services

Ben Hayes, Physical Plant

Christine Soria, Staff Senate Liaison

Cheng Hua, Faculty Senate Liaison

Kira Thomas, Advancement and External Affairs (Co-Chair of Digital Communications)

Amiee Mellon, SCOB (Co-Chair of Digital Communications)

Barbara Ann Lewis, Malone Center, ex officio (Chair of Academic Support)

Tomeiko Scott, Access and Compliance, ex officio

Joe Walsh, CIO, ex officio

Andrew Wilson, SGA
Ryan Spanier, Residential

TAC Subcommittees

Academic Support

Joseph Bennet, Art
Caleb Stroman, Theatre
Johnna Matthews, Biology, Chemistry, Mathematics and Computer Science
Meredith Tetloff, Behavioral and Social Sciences
Jay Cofield, Communication
Anna Williford, Library
Bethany Lawyer, Health and Human Sciences
Brian Motii, Business
Brittany Patterson, Music
Emma Atwood, English and World Languages
Erica Roberson, Communication Science and Disorders
Tammy Cook, CEHD
Andrew Wilson, Student Representative
Ben Hayes, Physical Plant
Tomeka Jones, IS&T
Barbara Ann Lewis, Chair (Non-voting), Malone Center

Policies and Procedures

Amanda Fox, Registrar's Office
Shafqat Shad, Stephens College of Business
Brendan Beal, College of Arts and Sciences
Ashley Baugh, Human Resources
Shafqat Shad, Stephens College of Business
Hilary Dutton, Chair (Non-Voting), IRPA

Digital Communications

Christine Sestero, College of Arts and Sciences
Ray Ozley, College of Fine Arts
Stacy Bishop, College of Education and Human Development
Audrey Crawford, Admissions
Gabriel Martires, IS&T
Michael Price, Carmichael Library
Wyatt Hall, Athletics
Jenny Bell, Student Affairs
Elisabeth Ownbey, Academic Affairs
Jazmin Chavez, Business Affairs
Ashley Tingle, Administrative Affairs
Ashley Tingle, Physical Plant
TBD, Graduate Studies

Amiee Mellon, Co-Chair (Non-Voting), Stephens College of Business
Kira Thomas, Co-Chair (Non-Voting), University Marketing & Communication

Projects and Planning (Operations will fold underneath Projects and Planning and only meet as necessary)

Alicia Smith, Business Affairs
Cassie Raulston, College of Education and Human Development
Josh Miller, Student Affairs
Tomeka Jones, Chair (Non-Voting), IS&T

Administrative Artificial Intelligence

Kristy Lee, administrative liaison President's Office and Board of Trustees
Tommy McDonald, IS&T
Kira Thomas, University Marketing & Communications
Audrey Crawford, Admissions
Jenny Bell, Student Life
Savannah Blackstock, Housing and Residence Life
Ethan Baggett, Athletics
Tim Nash, Physical Plant
Kristin Martin, Registrar's Office
Hilary Dutton, IRPA
Andrew Wilson, Student, SGA
Ryan Spanier, Student, Housing and Residence Life
Shafqat Shad, faculty liaison, Stephens College of Business