

2024-2025 | TECHNOLOGY ADVISORY COUNCIL (TAC)

Meeting Minutes

Date: March 10, 2025

Time: 1:00 p.m.

Location: Stephens Conference Room

**In attendance:** Josh Miller, Kira Thomas, Cheng Hua, Cassie Raulston, Tomeka Jones, Brendan Beal, Shafqat Shad, Donna Ploessl, Sheila Brandt, Audra White, Wesley Hallman, Hilary Dutton, Ben Hayes, Barbara Ann Lewis, Tomeiko Scott, Joe Walsh, Kathryn Hughes (on behalf of Andrew Wilson)

**Absent:** Kaley Martin, George Lytle, Wyatt Hall, Jessica Keith, Christine Soria, Amiee Mellon, Ryan Spanier

1. Call to order

The meeting was called to order by Brendan Beal at 1:02 PM.

2. Approval of the January 2025 meeting minutes

The previous meeting's minutes were approved, as written.

3. CIO Updates

- The IT Strategic Plan 2025 - 2030 was reviewed and approved by the Board of Trustees at their February meeting.
- The University's Storage Area Network (SAN) has been upgraded, resulting in a significant increase in speed and storage capacity.
- IS&T will replace the university's core switch this summer. This is the primary, high-performance network switch that controls the transmission and routing of all campus network data.
- The university has recently implemented cost-containment strategies in response to the increasing cost of goods and services and the financial uncertainties associated with the sweeping changes in federal policies. Accordingly, IS&T has initiated the following actions.
  - a. This year's computer refresh cycle has been paused. Leased computers will be purchased so

that all computers currently assigned to individuals, offices, classrooms, and labs can remain in place until the replacement cycle resumes.

b. Learning space renovations for this fiscal year have been put on hold until further notice. IS&T will work closely with the Physical Plant and the Academic Support Subcommittee to collectively determine an appropriate strategy for moving forward once funding resumes.

c. Because Microsoft Teams has similar functionality to Zoom and is already included in the university's annual Microsoft 365 license, Zoom licensing will be substantially decreased over the coming months, with only HIPPA and a few proprietary licenses being retained. Various modes of Teams training (e.g., a self-paced Canvas course, Tech Tuesday, etc.) are currently being planned and developed.

#### 4. Website Redesign Update

Wesley Hallman advised that we are now just days away from the launch of our new website. Content managers are requested to complete their site updates by the end of the day on Thursday, March 13th in preparation for the official launch on Monday, March 17. A soft launch will take place on Friday, providing the weekend to address any concerns before the full rollout. This has been a significant project, and the university is pleased to see it coming to a successful conclusion.

#### 5. Slate Implementation Update

Wesley also reported that data integration with Banner was finalized at the end of February. All activities, including undergraduate and graduate events, applications, requests for information, and related processes, are now managed through Slate. While most functions are fully operational, the team is still addressing a few issues with Recruit and Banner as they arise. Additionally, they are looking into separating the dual enrollment process from the undergraduate admissions process, in order to create a dedicated dual enrollment application.

## 6. Subcommittee Reports

- a. Academic Support—Barbara Ann advised there is a hold on renovating previously selected classrooms until funding resumes. The committee agreed that once funding is restored, they will proceed with the pre-approved list rather than requiring a new application process.
- b. Digital Communications -no updates
- c. Executive -Wesley and Brendan informed the committee that they discussed the Administrative AI subcommittee and are considering renaming it to Operational AI to better reflect the responsibilities of university employees.
- d. Policies and Procedures-no updates
- e. Projects and Planning-  
Tomeka Jones announced that the Projects & Planning committee has completed a new rubric to go on the website for people to apply for new projects or changes. These updates will be sent out to the full committee and the TAC will vote at the next meeting.
- f. Administrative Artificial Intelligence-  
Dr Shafqat Shad presented the results of the AI survey distributed across the university. We received 199 responses, with half of the respondents actively using AI. The most commonly used tools are ChatGPT, Canva, and Grammarly. As new AI programs emerge, both usage trends and the committee's role will continue to evolve.

The survey also highlighted a need for clear guidelines to help employees navigate the proper use of AI tools. Many individuals are hesitant to use AI due to uncertainty or lack of access to the right tools. When asked about existing policies, many respondents referenced FERPA. However, the university already has a policy in IS&T regarding data governance—though awareness remains low. Moving forward, we need to ensure employees are directed to these existing policies.

Dr. Shad also introduced a document outlining key resources and guidelines to help employees understand their ethical and professional responsibilities when using AI. Once finalized, these guidelines will be housed on IS&T's webpage.

The document is currently open for comments, and the committee will vote on the final version during the next meeting. At this stage, the guidelines are advisory, but we may explore developing formal policy language for board consideration next year. One of the primary concerns is protecting university data. It is critical to emphasize that employees must remove all identifiable information before inputting content into AI tools to prevent it from being stored in external cloud systems.

7. New/Other Business—Brendan Beal made an announcement regarding the E-sports team, advising the current head coach has recently stepped down and they will seeking a new coach.
8. Adjourn meeting—Meeting adjourned at 1:58 PM