Members in Attendance:

1. Office 365/ Exchange Online Migration Update
   As faculty are leaving for summer, we have collected feedback from faculty when might the best time to do the next round of Office 365 migration. There is no best time in summer where we can contract the consultant for the migration. Since we have already completed three rounds, we have decided not to have a final round but will conduct smaller group migrations as needed. For example, we have scheduled to migration four people on 06/08/15 and five more on 06/15/15 respectively.

2. Summer Renovation Projects
   • MDS/ CP Renovation has been underway with rooms on the third floor being reconfigured. The contractor deadline to finish is August 31st. Autism Center has temporarily relocated two or three times in this process and will move back to MDS this summer.
   • Classroom renovation (N = 4 to 5): create a survey of faculty as a base of information to access how to upgrade teaching spaces. Upgrading and renewing technology in classroom breakout rooms is important.
   • IT Classroom Equipment Renewal (N = 5): we are successful in the purchasing of computer equipment for summer installations for specific building classrooms on campus.

3. Civitas Learning System Tentative Timeline for Illume (09/15) and Inspire (01/16)
   It is reported by UWIT that we have successfully imported student data in EDW with the Civitas Learning system. The final decision on which type of data can be released is from Seattle. It is projected that the initial phase of Illume could be ready by September 15. We have emphasized that UWT is the pilot campus for this learning analytic project. IT has been collecting information
from all the academic advisors on the method(s) they advise students and also what functionality they would like to have from the Inspire module. It is further projected that the Inspire system could be ready by January 2016.

4. **HR/ Payroll Modernization Extends Timeline to June 2016.**
Having faced great difficulty to move to a bi-weekly pay period, the development team has decided to stay with the semi-monthly pay period system. Therefore, the completion of this project will not be the end of this year but June 2016.

5. **UW Tacoma Cloud-based Storage Policy Revised Draft**
Questions from members on the new paragraph on Canvas remained unresolved? For example how do we differentiate the external users, sponsored NetID users and so on. Patrick spoke to the Attorney General’s office and their advice is that the current Canvas disclaimer on FERPA is not sufficient. It is recommended that we create written consent form for students as well as the external guests to sign. Patrick will speak with the Registrars of all three campuses again in the near future.

The committee also discussed the following:

- Only faculty see the grades for the classes; we have internal people who are not FERPA trained. The key issue is PROPER TRAINING for all the teaching faculty using Canvas. There are categories of roles. For TAs, Librarians and other employee, they can be set up as viewers. However, the problem is they can still see all the students enrolled in the course in this role.
- We also have the issue of internal versus external invites. A lot of people have been given UW NetID and it is therefore difficult to know the exact relationship they have with UW. And many, if not most, are not FERPA and/or HIPAA trained?
- Giving access for external individuals with a Gmail.com account is problematic, as it is not FERPA compliant. Using written forms seem to be the solution at this point.

6. **Adjourn:**
Having no further business, the meeting closed at 12:00 noon.