

# Campus Technology Committee (CTC)

May 30, 2023

## Minutes

Meeting held via Zoom

Present: Darcy Janzen, Stephen Rondeau, Lisa Hoffman, Ana Marie Almeda, Paul Lovelady, Bill Fritz, Julie Masura, Y Jenny Xiao, Christopher Knauss, Patrick Pow, Alireza Bolori, Jarrod Call, Johnny Doan, Ralph Bane

Absent: Wes Lloyd, Susan Wagshul-Golden, Andrea Coker Anderson, Sean Schmidt

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### 1. Updates

- 1.1. The CTC will reconvene in October 2023. There will be no CTC meeting in summer or September 2023.
- 1.2. 16 cameras should be replaced at the "Y" and should be paid for by the YMCA budget. These are the only indoor cameras being pursued at this point. On Friday, May 26, 2023, a student's locker was burglarized, including her wallet and car keys which were in the locker. They then stole her car. Images from the existing cameras were useful. This demonstrates the value of cameras in certain situations. Pierce County YMCA policy dictates having cameras. We have the ok to have outdoor cameras for security reasons in parking lots and other public spaces.
- 1.3. Grammarly is on hold due to price. Individually you can get a free version or pay for a license with your department funds.
- 1.4. In response to a request from CTC members, links to [SharePoint](#) assistance were provided. You can also join the [SharePoint community of practice](#).

### 2. Badgr

- 2.1. Badgr has been renamed Canvas Credentials. There will be a cost outside of the tech fee. \$2 per badge per student is the approximate price. Due to where we are in the academic year, we will bring it up next year and ask CTC faculty to determine the level of interest in your schools. Julie Masura is using Canvas Credentials and potentially another faculty member Tanya Valesquez is interested in it. The comment was made that contract grading through Canvas Credentials allows for equitable voices.

### 3. Canva

- 3.1. Canva is a design tool used by some students and faculty. Please find out from your faculty if there is further interest? Lisa will confirm that Canva is being used in the Urban Design degree. Jenny Xiao finds a lot of students like it (¼ of her class). Seattle awarded Canva an RFP for everyone. This is on hold until FT (Finance Transformation) is complete. If we purchase 60 licenses that would allow all students to use them for free. We will mention this at our first CTC meeting in October 2023.

### 4. Google shared Drive (see appendix)

- 4.1. Google shared drives will continue to be used. You are the owner and there is a storage limit.

5. Feedback/brainstorming for CTC (Darcy)
  - 5.1. The CTC had an end of year brainstorming session to elicit feedback. Here is a [link](#) to the comments.
  - 5.2. A representative from each of the three breakout groups provided a one-minute synopsis of their findings.
6. The meeting adjourned at 2:00 pm.

### **Appendix: Google Shared Drive**

- I. UW (University of Washington) Google Shared Drives offer the best collaboration space for UW Google. In a Shared Drive, files are “owned” by the Shared Drive and the members of the Shared Drive, instead of an individual. Storing files in a Shared Drive ensures that the team is responsible for files rather than each individual being responsible for files and helps to ensure files critical to collaboration are not deleted when an individual departs from the UW and their [UW Google account is deleted](#).

***Please note:** The ability to create new Shared Drives is currently disabled but starting Spring Quarter of 2023, a process will launch that will allow current UW employees to request a new Shared Drive.*

Accessing Google Drive: To view the Shared Drives you have access to, [log in to Google Drive](#) and select the “Shared drives” icon under the “My Drive” icon.

- II. Google released the ability to move folders across My Drive and Shared Drives for end users.  
[Google Workspace Updates: New beta to move folders from My Drive to shared drives now available \(googleblog.com\)](#)

This is a significant feature add, especially for users that need to move files/folders from **UW Shared NETID My Drives** to a **Google Shared Drive** since UW Shared NETIDs are losing google services. [ACTION REQUIRED: Use of UW Google with Shared UW NetIDs ends August 29, 2023 – IT Connect](#)

UWIT has created a Moving Folders Guide here: [Moving Folders in Google Drive and Shared Drives – IT Connect \(uw.edu\)](#)

- III. The Productivity Platforms Team will be releasing a new feature offering for UW Google: **“Google Shared Drive for Google Workspace” beginning May 16, 2023**. The previous version of Shared Drives for UW Google — “UW Shared Drive for G Suite” — is being shut down due to Google discontinuing their Google G Suite for Education offering.

**What are the new eligibility requirements for Shared Drives?**

UW employees who take active responsibility for managing data, access, and providing funding information when required will be able to create new Shared Drives and maintain existing Shared Drives. This responsibility includes an annual review (through a tool provided by UW-IT (UW Information Technology) by at least one UW employee in the Shared Drive manager role.

**Are there fees for the new Shared Drive offering?**

The estimated fee in the 2024/2025 budget year is \$19.44 per year for each 100 GB of storage quota above the subsidized Shared Drive tier. The available subsidy and fee will be evaluated annually, based on the costs of providing the Shared Drives service offering.

**What is the subsidized Shared Drive tier?**

The first 100 GB of storage for each Shared Drive will be subsidized by UW-IT until at least 2025/2026. The majority (97%) of existing Shared Drives fall into this subsidized tier. Users that require more storage can request larger Shared Drives at a recharge rate of \$19.44 per 100 GB of storage above the subsidized tier.

**Estimated storage quota pricing for 2024/2025**

- 100 GB – Subsidized tier
- 200 GB – \$19.44 per year
- 300 GB – \$38.88 per year
- 400 GB – \$58.32 per year
- 500 GB – \$77.76 per year
- 600 GB – \$97.20 per year
- 700 GB – \$116.64 per year
- 800 GB – \$136.08 per year
- 900 GB – \$155.52 per year
- 1 TB – \$174.96 per year
- Custom (larger than 1 TB) – calculated at \$19.44 per 100 GB after the first 100 GB + \$148.13 setup/change fee.

**Timeline for upcoming feature rollout**

- May 16, 2023 – Announcement of new “Google Shared Drive for Google Workspace” feature to Computing Directors, Tech Support, IT Connect, and other communities. This announcement will include making available the new Shared Drive self-service creation intake form.
- August 29, 2023 – Deletion of all Shared Drives that have been [restricted \(i.e., unmanaged\)](#) for longer than 30 days (about 4 and a half weeks) officially begins.
- Winter 2024 – Release of tool for periodic review of Shared Drives and submission of budget/work tag information. (This will either be handled through the [Provisioning Request Tool](#) or something that looks a lot like it.)
- Winter 2024 through Spring 2024 – Enforcement of Shared Drive storage quotas begins.
- Spring 2024 – Send notification reminders to UW employees in the manager role of Shared Drives that still need to be claimed.

- July 2024 – Implementation of the full Shared Drive data and access lifecycle policy, and all unclaimed Shared Drives are restricted (set to zero storage quota).
- August 2024 – Deletion of first round of unclaimed Shared Drives.