Introductions

Seon Hwa attended the CTC meeting in John Nguyen’s absence. Seon serves as an Undeclared Major Senator #1 on the ASUWT. Patrick welcomed Seon and asked members to introduce themselves.

1. Updates

1.1. UW Tacoma Cybersecurity Awareness Training
   1.1.1. 23% of our users have completed the training
   1.1.2. 77% either have not yet started or not completed

   Patrick noted the increase of faculty and staff who have completed the cybersecurity awareness training since last month.

1.2. Selected Updates from CISO
   1.2.1 Crestron Conference Room Automation System

   Patrick stated the Crestron system at the Seattle campus was exposed to the internet, and it utilized a default password that was easy to hack. UWT uses Extron in most of the conference rooms on campus. There is a private network for devices like printers so they are not exposed to the internet.

   1.2.2 People Data Labs Breach

   Patrick reported he had not heard of anyone at UWT being impacted by the breach. Patrick also reinforced the necessity of cybersecurity training.

   1.2.3 Lookalike Domains

   Patrick reported on the importance of reporting lookalike domains. He mentioned that UWT IT is working with Seattle to detect these domains. Also, Patrick stated that faculty, staff and students can report lookalike domains to reportspam.uw.edu.
2. New Security Cameras Proposals

2.1 Feedback from Academic Schools, Administrative Departments and Students (ASUWT)

Patrick opened the conversation by stating that Jim could not attend the meeting since he teaches during this time, but Jim wanted to share with the group that his department does not want cameras in teaching spaces/classrooms. They were comfortable with security cameras monitoring outside or in the parking garage but not in the classroom. Many were also in agreement that the use of cameras for safety was acceptable but not as theft prevention. Seon mentioned suspicious activities like items being moved in the Center for Student Involvement could indicate a need for cameras because evidence might be helpful in case of theft. Susan replied the UWY has interior cameras in hallways, pathways and the parking lot because these are public spaces. Additionally, Patrick stated the UWY has different requirements regarding internal cameras as it is managed by YMCA. Since they serve minors in their space, all YMCA gyms have cameras. UW does not have any cameras internally in the offices of Student Involvement, ASUWT or RSO which are housed at the UWY. Next, Julie expressed some of the concerns from her faculty and staff. Specifically, she asked if the recordings are turned over to TPD and if the locations of the current cameras were a secret. Julie also vocalized concern over how the information is shared and the potential impacts to our students and community as a whole. Her department would rather see more campus security involvement than additional cameras. Susan responded that recordings are not turned over to TPD. Rather, outside agencies such as TPD, State Patrol, etc. must complete a public records request to obtain data. Furthermore, campus safety conducts the initial review of the recording and then formats the data per the public records request. Susan also stated that the locations of the cameras are not a secret and encouraged members to email her so she could share with them the location and signage related to the cameras. Susan also mentioned the cameras are not monitored in real-time. Patrick reiterated that the cameras are for deterrence not crime prevention. Susan stated the cameras collect evidence in the case of an incident. She indicated that cases of property crimes in classrooms happen when items are unattended and to expect cameras to prevent crime is unrealistic. However, for emergencies, when a violent crime has occurred, the cameras become a tool. Ken expressed that his department supports cameras in the garage and can see the rationale for cameras in the convenience store, but they are concerned with penalties incurred by theft that occurs as a result of food insecurity. Ken also expressed concern about FERPA compliance if cameras were placed in classrooms. Patrick responded to the FERPA concerns by stating that some faculty already use cameras to lecture capture and have been asked to remind their students when recording to comply with FERPA regulations. Uba asked that other options for theft prevention be explored. Darcy asked if UWT has requested recordings from The Swiss, Sound Transit Link light rail or the museums, as their cameras cover various portions of campus. Susan replied no requests have been made because the areas their cameras capture are considered public easements.

2.2 Next Step: Should CTC Develop Guidelines/Policies?

Patrick asked if the committee needs to draft guidelines/policies related to camera proposals. Susan responded the committee could form a study group to conduct strategic discussions and
even communicate with the Seattle and Bothell campuses to determine next steps. Patrick asked for volunteers to join the study group. Forrest volunteered. Sean agreed to join as well. Patrick stated the study group could report back in a couple of months.

3. **Making PDF Files Accessible**

Bill reported the UWT website contains more than 10,000 PDFs that are non-compliant. Bill demonstrated a tool he created to remediate files – the ADA Converter. The tool reads the PDF and categorizes it into three groups: complete/invalid/protected. Bill stated the tool reports on average 15 errors in a document. The invalid and protected groups indicate files that are non-compliant for reasons such as the document is unreadable or encrypted. Bill warned that a document scanned to PDF creates an image which is an unreadable format and doesn’t meet compliance with WA State Policy 188. Bill also mentioned staff should utilize the titling and heading features in Word when creating documents that will become PDFs. Patrick expressed the desire to open this tool to students in the future.

4. **Instructional Continuity Guide**

Patrick stated the Instructional Continuity Subcommittee will report at the next meeting. Their upcoming meeting is December 12.

5. **Potential Discussion Topics**

Patrick reported that students could use Portfolium to maintain their files and show future employers. This resource is integrated and private.

Patrick stated that open educational resources could be demoed at future meetings.

Uba referenced a letter she drafted requesting more support for Canvas/ Darcy. Julie recommended the Instructional Continuity Subcommittee review the letter at their upcoming meeting and then bring back to CTC.

Haluk thanked Bill, Forrest, Joshua and Michael for establishing the Virtual Lab. He also wanted to give thanks for the purchase of a laptop cart that Joshua will manage for Haluk’s department.

Meeting adjourned at 3:02pm.