Campus Technology Committee (CTC)
November 7, 2019
Minutes


Absent: Haluk Demirkan, Jim Thatcher, Susan Wagshul-Golden.

1. Updates

1.1. UW Tacoma Cybersecurity Awareness Training

- 15% (94 in total) of our users have completed the training
- 85% either have not yet started or not completed

The cybersecurity awareness training launched October 25, 2019. Patrick reviewed the completion data and asked members to remind their faculty and staff to complete the training.

1.2. UW Alert Statistics (UW Employees 62,207, dated: November 2019)

- Overall: 75% covered: 25% get sms, 75% get email
- Seattle Campus (41,071: 95% covered, 25% get sms, 95% get email)
- Bothell Campus (99% covered: 49% get sms, 99% get email)
- Tacoma Campus (97% covered: 51% get sms, 97% get email)

Patrick reviewed the UW Alert data, stating the Tacoma campus statistics align with the other campuses.

1.3. Three Laptop Carts and Software for Student Checkout

Patrick updated members on the number of checkouts for use of laptop carts. As of today, there are 54 classes and 3 events signed up to use the carts during the fall quarter, which indicates use is increasing.

2. New Security Camera Proposals

- Convenience Store (WCG)
- SET Labs (CP, SCI, and TPS)
- Court 17 Garage

Recently, there have been requests for new and additional cameras in several areas of campus as a result of theft. Patrick reported the need to get input regarding new security cameras, including the opinions of students, before moving forward. He also stated the need to notify unions before the installation of any new cameras in accordance with MOUs in their contracts. Several members recalled a focus group convened two years ago that reported mixed reactions.
about the installation of more security cameras. Stephen asked about the cost of new cameras, and Patrick reported they are expensive because they will need separate servers to establish a closed network. Stephen and Uba both expressed concern regarding the cost-benefit. When it comes to potential cameras in the SET labs, Stephen recommended the option of locking up resources to prevent theft versus installing cameras. John mentioned he spends time in the labs and would not necessarily feel comfortable being monitored while studying or working in groups. Stephen mentioned cameras already exist in that space, but they do not record. There was agreement among members to gather more input from their faculty and staff and that John would communicate with students to get their input as well. Uba expressed the importance of committee members talking with their faculty, staff, and students about the need for exterior and interior cameras and their purpose: prevention of theft and/or safety. Members reported that exterior cameras seem to be more acceptable than interior, especially for buildings that have Pacific Avenue entries. Patrick stated that CTC could potentially draft principle guidelines that may lead to a policy regarding new cameras. The information would need to be presented to deans, unions, and the faculty assembly. Sean suggested developing a forum that could gather information annually regarding where people feel safe or think monitoring may be necessary. Ultimately, members agreed the first step would be to communicate with their programs and schools and bring that information back to the committee.

3. Making PDF Files Accessible in the UW Tacoma Website

Bill reported on the importance of making PDFs accessible to comply with state and federal regulations. He stated that IT has created a tool to remediate files already posted on the website. Julie asked if staff could be proactive by taking specific steps when creating PDFs. Bill replied he had created a document that shows step by step how to ensure a document complies with accessibility standards, and he will share this with members. Also, Bill discussed the potential use of a shared drive folder where faculty and staff could dump their PDFs to be scanned before posting to the website. He will update members at the next meeting with more information. Darcy mentioned that UW Bothell offers training through their Creative Commons. She emphasized that accessibility isn’t only an issue of student support but also faculty and staff support.

4. Instructional Continuity Guide

Patrick asked members to consider how last winter’s weather impacted instruction. Darcy recalled responding to phone calls and emails from faculty regarding accessing class lists, using Zoom, etc. She suggested that faculty consider these potential situations before the quarter and prepare backup assignments. Patrick indicated the IT helpdesk would remain open to receive phone calls and emails, even if IT staff had to operate remotely during snow storms or other types of disasters. Uba mentioned the use of Panopto to make up classes. Jenny expressed concern that faculty and students may not have access to the internet during inclement weather. Furthermore, there are circumstances that may prevent someone from completing their work, such as having children home from school. Uba stated that setting expectations, like creating a checklist for faculty, could help. Darcy emphasized the need to make this part of the culture/regular delivery of courses so that faculty are prepared. Julie suggested creating a sub-
committee that could create a PPT or develop a checklist faculty follows to prepare at the beginning of the quarter. Darcy mentioned she has resources that could help with the development of such a plan. Julie requested the sub-committee meet before Jan/Feb and asked interested members to volunteer. Jenny, Julie, Uba, Darcy and Patrick volunteered to participate in the sub-committee.

5. Potential Discussion Topics

Uba recommended more IT support of Canvas. Acknowledging budget constraints, she noted that Canvas is critical and that Darcy cannot do it all. She asked if the committee could advocate for another hire to assist Darcy, and Patrick replied they could.

Patrick highlighted the Top 10 Campus IT Priorities listed in the Campus Computing National Survey (page 10). UW Tacoma is working on all ten of the IT priorities reported in the survey: IT data security; Hiring/retaining IT talent; Leveraging IT to support student success; Providing adequate user support; Data analysis/learning and managerial analytics; Digital accessibility/ADA compliance; Supporting online/distance learning; Assisting faculty with the instructional integration of IT; IT business continuity/IT disaster recover; and Professional development for IT personnel.

Patrick recommended following up on the security camera and accessibility conversations at the next meeting. Instructional continuity follow up will be included on the January agenda.

Meeting adjourned at 2:29pm.