Campus Technology Committee (CTC)
October 15, 2019
Minutes

Present: Uba Backonja (via phone), Lindsey Clark, Ken Cruz, Haluk Demirkan (via videoconference), Bill Fritz, Darcy Janzen, Wes Lloyd, Julie Masura, John Nguyen, Patrick Pow, Stephen Rondeau, Sean Schmidt, Jarek Sierschynski, Jenny Xiao.


1. Introduction

Patrick welcomed new and returning members to the start of a new year for the committee. He emphasized the importance of the committee serving as an advisory board for the technology needs on campus and encouraged members to bring suggestions, questions and concerns to the committee. Members introduced themselves by stating their name and department.

2. Updates

2.1. Three Laptop Carts and Software for Student Checkout

Patrick reported there are three laptop carts available for checkout by faculty. The carts reside in the CP, TPS, and Joy buildings and serve the adjacent buildings. This fall, 24 classes signed up to use the laptop carts. Faculty must complete a form to reserve the laptop cart(s). Julie mentioned that if faculty request specific software be installed on the laptops to allow one month for loading onto the machines. Haluk stated that some Master of Science classes are using the laptops but they are still in the testing phase. He will provide an update at a later date.

2.2. UW WiFi for the University Y Building

The University Y WiFi project has been completed. The old YMCA wifi could not keep up and needed to be replaced. Patrick thanked the STFC for funding provided to the upgrade project.

2.3. UW Privacy Office – Personal Data Processing Agreement (PDPA) Presentation

The UW Privacy Office gave a presentation on Thursday, July 18, 2019 regarding the Personal Data Processing Agreement (PDPA). At the request of the presenters, the session was not recorded. There were over 30 attendees including several CTC members. There was also discussion of the General Data Protection Regulation (GDPR), which is the European Union standard of data security.

2.4. BHS 107 – Distance Learning Classroom Demonstration

Information Technology held a demonstration on Friday, October 4, 2019 to show the capabilities of the distance learning classroom. Program Coordinators and CTC members were invited to attend. The room contains high quality cameras and microphones to provide the best
distance learning experience. Not all rooms can be upgraded with this equipment due to cost, so faculty are encouraged to utilize BHS 107 for their distance learning needs.

2.5. Summer Classroom Renovations

Patrick reported that several classrooms had been renovated since spring 2019, including WG 210. Three were fully renovated, three with AV only, one camera upgrade, and one new computer classroom (60 PCs). There was discussion about ADA compliant desks. Patrick stated that ADA compliant student tables are included in each classroom. Julie asked Patrick for a list of the renovated rooms, which he agreed to provide. Another part of the renovation included height adjustable instructor tables for faculty. There have been some challenges with cord management relating to the electronic tables, so in the future there may be a return of manually (crank) adjusted tables. Stephen mentioned one issue with the crank style table is the cranks can go missing and suggested they somehow be secured to the table.

3. UW Tacoma Cybersecurity Awareness Training

3.1. Australian National University Public Report on the Breach of Administrative Systems

Patrick suggested members take a look at the report from the Australian National University (PDF previously provided to members). Patrick mentioned that UW has faced hacking before, as have universities such as USC and Berkeley. This is why cybersecurity training is so important and should be mandatory.

3.2. Last Year’s Cybersecurity Training Completion Rate

Patrick noted the 41% completion rate for faculty was a good number but could be better. Patrick emphasized that it should be mandatory training and that the Chancellor, HR and Academic HR agreed.

3.3. CTC Members Present Cybersecurity Training Modules to Their Faculty or Department

Julie mentioned she will be presenting to her faculty and staff tomorrow. Other members agreed they would present the information to their staff soon. Ken asked about a due date for completing the training. Bill stated the training would be launched October 18, 2019 with a June deadline.

3.4. Cybersecurity Awareness Slides

Patrick provided members with a PPT file that contained slides they could use when presenting to their staff.

3.5. If Appropriate, an IT Member Can Attend Your Faculty Meeting

Patrick stated that IT staff are willing and eager to help any member who may like support when presenting to their staff.

4. Potential Technology Topics for CTC

4.1. What Technology Will Be Needed for Various High Priority Programs in the Academic Plan?
Patrick asked members to review the academic plans for their school or department and to bring technology concerns, needs or suggestions to the committee or IT. For example, the Psychology program had a need for SPSS which was met by using the computer classrooms. Patrick mentioned he participates in the APCC, and this allows him to identify some technology needs.

4.2. “Show and Tell” – SLATE and Dawg Den 2.0

According to Bill, SLATE is in the purchasing phase. IT is using the master contract from WSU to help speed up the process. SLATE will replace the current recruiting system for campus admissions. Planned launch for winter quarter. After 3 quarters the program could be available to some schools. Patrick mentioned that Dawg Den 2.0 will be previewed next time. Sean stated that most of the staff who regularly use Dawg Den 2.0 are happy with it. Patrick mentioned accessible file formats and needing the committee’s help to produce an implementation process.

4.3. Further Review and Discuss “Instructional Continuity” and “Business Continuity” in Case of Emergencies

The committee agreed that determining instructional continuity and business continuity plans is a priority. Last year’s inclement weather revealed several issues. Each faculty member should be encouraged to establish a plan of their own. Uba commented that she is very interested in continuity plans moving forward. Patrick stated that possibly staff and faculty could share best practices.

5. Other Business

Patrick reported that most classrooms are equipped with audio loop assisted listening to help individuals or instructors. Patrick also mentioned Echo voice control as a potential accommodation for controlling the touch panels in the classrooms. Last, Patrick emphasized the committee is an open forum and encouraged advice from members regarding technology and policy.

Meeting adjourned at 2:44pm.