Campus Technology Committee (CTC)
October 22, 2020
Minutes
Meeting held via Zoom

Present: Ana Marie Alameda, Uba Backonja, Andrea Coker-Anderson, Ken Cruz, Haluk Demirkan, Bill Fritz, Nolan Hibbard-Pelly, Darcy Janzen, Wes Lloyd, Julie Masura, Patrick Pow, Stephen Rondeau, Sean Schmidt, Forrest Tyree, Susan Wagshul-Golden, Jenny Xia.

Absent: Chris Knaus, Jim Thatcher.

Patrick welcomed all members to the start of a new year for the committee. Two new members joined this year: Chris Kraus and Nolan Hibbard-Pelly. Members then introduced themselves by stating their name and department.

*Due to time, some agenda items were not discussed.

1. **Fall Quarter Update**
    1.1. **Office of Digital Learning**

    Office of Digital Learning provides lots of instructional supports for faculty, including not only UW Tacoma Digital Learning Workshops, but also links to workshops offered by UW Seattle and UW Bothell. The Instructional Continuity Guide initiated by CTC last year has been updated with useful information. Darcy continues to update the Instructional Continuity Guide as instruction has shifted to primarily virtual. In collaboration with Seattle and Bothell campuses, there have been developments in standardizing of distance learning resources and expertise.

    1.2. **IT Essentials for Students**

    The IT Essentials for Students link outlines the many resources available to students on campus or in the virtual classroom.

    1.3. **IT Virtual Helpdesk**

    IT Virtual Helpdesk opens every day, including Saturdays and Sundays in Autumn Quarter. IT Helpdesk in CP-005 opens Monday through Friday in Autumn Quarter.

    1.4. **Loaner Equipment Check Out**

    Students can checkout laptops, mobile hotspots, web cams and other media equipment items from WG-108 Lab by making appointments (IT partners with ASUWT/ STFC). Starting Fall Quarter, Library provides curbside checkout of laptops and calculators for students.

    1.5. **Student Printing**

Students can print course materials up to 400 pages free of charges, either log in remotely and pick up by appointment in WG-108; or visit CP-005 in person. Students using CP-005 will use the Campus Study Spaces Reservation System to reserve the workstations in CP-005 before coming to the Open Lab, just as they would reserve any Individual Study Spaces. Ana Marie reported on the 131 study spaces available for students to reserve through 25live. 82 reservations have been made.

1.6. Media Services and Multimedia Lab

Media Services and Multimedia Lab support faculty and students with one-on-one virtual zoom meetings and online.

1.7. Accessibility of PDF files and Panopto Videos

Multimedia Production Unit provides accessibility checking of PDF files and cleaning up of closed captions in the Panopto videos for faculty. Instructors can reuse these videos in their future courses. These videos are only available to the instructors and their students in the Canvas courses.

1.8. Low-Touch Solutions for Faculty

Created a low touch solutions for faculty teaching on campus in Fall Quarter. Using their own portable devices, they can control the equipment touch panel, reducing / eliminating the needs to touch any equipment surface in the classroom. Patrick reported that IT is still testing voice control as an option since hybrid courses are likely to continue in the future.

1.9. Remote Labs

Creating several more Remote Labs (with specialized software) for faculty and students to use.

2. Selected Software Projects

2.1. Student Wellness Check-In System (for our campus only)

Patrick reported that IT developed a Wellness Check-in for Students which is similar to the attestation completed in Workday by staff and faculty.

2.2. Time Schedule Improvements: tentative time schedule, time schedule quick search (for Registrar and Academic Affairs)

Bill reported the location feature added to the quick search allows students to find on-campus versus online courses. In addition, a key has been included to clarify the times for morning, afternoon and evening courses.

2.3. PHP Live Chats

PHP Live Chats (set up for more than 15 departments/ programs: recently adding several live chats for different Milgard degree programs, Student Abroad, Professional Development Center, UWT Student Fellowships etc.)

2.4. Online Husky Card Request (issue Husky Cards to new students remotely)

2.5. **Financial Aid Emergency Aid Portal**

2.6. **BIAS Incident Report System Upgrade**

2.7. **Campus Website Migration to Drupal 8**

2.8. **Implementation of Several Campus-wide SaaS Applications for Various Departments (Slate, Advocate, SendInBlue, ZipWhip, and Portfolium: adding the Pathway module)**

3. **Selected Construction and Renovation Project**

3.1. **Classroom Media Upgraded Prior to the Start of Fall Quarter in JOY 210, JO 211 and SCI 309**

3.2. **JOY 215 Classroom Media to be Upgraded During Fall Quarter**

3.3. **Court-17 Parking Garage**

Added 11 cameras to the initial 7 cameras to monitor all the entrance/exits of the garage, and signed new agreement with Unions. Patrick reported the request form that CTC developed last year was used to approve the additional cameras.

3.4. **UW WiFi Installed in Cragle Lot**

Patrick reviewed some statistics regarding the number of cars in Cragle lot (manually counted), and max number of device connections. For the first week WiFi was available, there were 8-10 connected devices and 25 cars in the lot. Demographic data was not collected to preserve privacy. Also, IT is partnering with ASUWT/STFC to deliver backup batteries for students who run low on power.

4. **October is Cybersecurity Month**

The new cybersecurity training has been announced. The 30 minute Security Awareness Training is mandatory. Optional trainings are included. Patrick asked members to remind their colleagues to complete the training. Each year there is new content relevant to the changing online environment.

5. **Selected Survey Results from the EDUCAUSE 2020 Student Technology Report: Supporting the Whole Student**

Patrick reported on two elements of the EDUCAUSE survey: Most Important Technological Feature for Studying and Ratings of Accessibility Approaches to Providing Accessible Content, Technologies, and/or Tech Accommodations. 16,162 students responded to the survey and reported access to WiFi as the most important technological feature needed for studying. Patrick highlighted that UWT is currently responding to the top three feature listed as most important: WiFi, Access to Power and Printing. Ken emphasized that access to WiFi is important but so is the connection speed when working online. Nolan also indicated that location matters in regards to the effectiveness of hotspots.

6. **Do You Have Any Technology Issues? Is There Any Urgent Topic to Discuss Today or in Future CTC Meetings?**

Uba mentioned the need for better recording equipment (mics, lighting) for Nursing and Health Leadership faculty. Darcy suggested referring faculty to Media Services as they understand the technological needs and can recommend appropriate equipment. Jenny asked about access to certain software, such as Photoshop, and Patrick responded that there are remote labs available for students to access those types of software.

7. **We Have Recovered From the Disaster (i.e. pandemic). Is Our Business Continuity Working? Should We Discuss Post-Pandemic Planning and Support?**

8. **SPSS Campus License Will Be In Place By Winter Quarter**

   We will have to replace version 19 (perpetual license) with version 25 or newer (annual license). It is requested that the members of this committee will discuss with colleagues in their schools and report back which of the newer versions (25, 26 or 27) we should move to.

   Meeting adjourned at 12:05 pm.