

UIW Academic Technology Advisory Committee

MINUTES

SEPTEMBER 22, 2016

8:00 AM

LIBRARY SPECIAL COLLECTIONS

FACILITATOR	Ana Gonzalez, Director of Instructional Technology
ATTENDEES	<p>Dr. Marcos Oliveira (FSOP), Dean Carlos Garcia (MSE), Dr. Rosa Cardenas (MSE), Ann Alexander (SOM), Dr. Letitia Harding (CHASS), Dr. Stephanie Grote-Garcia (DSE), Dr. Glenn James (Assoc. Provost), Dr. Jean Dols (SNHP), Hank McDonnell (SIMD), Dean Mitch Seal (UIW Online), Dr. Jeannie Scott (HEBSB), Attended via Zoom: Dr. Amy Crocker (PT), Diana Garza-Ortiz (EAP), Lisa Bazley (VP IRD), Dr. Cheryl Anderson (Dean of Library Services), Ana Gonzalez (Director of Instructional Technology)</p> <p><i>Absent:</i> Daniel Ochoa (Dean UIW Prep programs), Dr. Joseph Pizzimenti (RSO)</p> <p><i>Guest:</i> Paul Miller – SoftChalk Cloud Rep.</p>

Agenda topics

SOFTCHALK CLOUD DEMO

PAUL MILLER / SOFTCHALK REP.

DISCUSSION	<p>Paul provided a demo of the Softchalk cloud system. The system is web based authoring tool and allows users to create learning modules using an intuitive interface. The learning modules can contain interactive components such as sorting activities, multiple choice activities, and much more. These activities can be graded and can send scores to Blackboard. All of the lessons created in Softchalk cloud can be shared. Embedding the content into Blackboard is as simple as entering a link. More information at http://softchalk.com/products/cloud/</p> <p>The committee had questions regarding metadata and analytics. Also, they had questions about storage limits. Paul Miller addressed the concerns and was going to provide some feedback.</p> <p>After Paul left the meeting, the committee discussed whether there was interest in using the tool. The enterprise license is about 5k per year.</p>
CONCLUSIONS	After some discussion, it was agreed that UIW IRD purchase the enterprise license for use by the community.
ACTION ITEMS	PERSON RESPONSIBLE
Ana Gonzalez will process the PO to purchase the product and will provide further information regarding implementation and training.	Ana Gonzalez

OFFICE 365 VS GOOGLE

LISA BAZLEY, VP IRD.

DISCUSSION	<p>VP, Lisa Bazley lead a discussion regarding our current issues with storage and the prospects of moving employee email and resources to the cloud. Students currently have email in the cloud using Office 365. This provides them with access to online versions of Word, Excel, PowerPoint, etc. and also allows everyone to download the full Office Suite to be installed on up to 5 devices, OneDrive cloud storage and a few other apps. Employees are currently using the Exchange server for email, which is managed and maintained in-house. However, all employees have the ability to create an Office 365 account which gives them the online versions of Office as well as the full suite to download on up to 5 devices. OneDrive is included in the package, giving each person 1 terabyte of storage in the cloud. This is the current standardized solution for cloud storage.</p> <p>Lisa, shared that she instituted the use of Google for Education at her previous institution. Considering that UIW is mostly Microsoft centric, she figured that the transition to move employees to Microsoft's solution (i.e. O365) would be the most logical plan. However, Lisa is reconsidering this idea, because, we do not have in-house expertise in the management of Office 365 or Exchange and have had to use consulting resources to maintain it. So, the question is how do we proceed in making the right decision? Let's look into a demonstration of the two platforms (O365 and GoogleApps)</p> <p>Lisa followed with several examples of the types of resources that both Office 365 and GoogleApps have and ensured that whatever direction we take it would not replace the desktop / client licensing of the MS Office suite.</p> <p>Faculty expressed interest in having a standardized solution for storage as some schools were using SharePoint or network shares. Many faculty are also using Dropbox, a consumer cloud service that is not contracted by UIW. For the time being, we continue to support the use of OneDrive which allows faculty to store and to share files. There was some concern over intellectual property of content saved in OneDrive. When the university moves faculty to a cloud based solution, because UIW would then have a contract for the platform, IRD would have the ability to</p>
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	manage the environment. This would allow the retrieval of content created by a faculty member for their department to be accessible to the university if they left the institution or passed away. Faculty would be able to take with them any of their own scholarship or creative works stored in the system.
CONCLUSIONS	This will be an ongoing conversation. In the meantime, we will continue to encourage faculty use of the Office 365 product and OneDrive as a cloud storage solution.
ACTION ITEMS	PERSON RESPONSIBLE
Continued conversations regarding options with the community. Planned demonstrations from both Microsoft and Google to better compare products	Lisa Bazley

FACULTY
QUESTIONS/CONCERNS

LISA BAZLEY, VP IRD.

DISCUSSION	<p>Hank McDonnell from SMD brought up a concern regarding the computer refresh and how it applies to special purpose labs such as the ones used for Comm Arts and Computer Graphic Arts courses. Lisa said she would work with Hank and the SMD faculty to address this concern directly.</p> <p>Lisa also clarified that the computer refresh would be in a 4-year cycle and would retain the 3-year warranty on the computers. However, if a computer were to fail in its 4th year it would be replaced at that time. She also explained that the idea behind this policy is to ensure that everyone had computers that were up to par. Based on the inventory information recently collected, there are many machines over the age of 4 years, especially in departmental/staff offices. This policy allows us to have better control of the quality of computers and helps us focus our technical support staff on computers that not obsolete due to age and are under warranty.</p> <p>Hank McDonnell asked Lisa about participation on the Printing Solution Committee. At the Executive Council's request, IRD has taken on the task of preparing an RFP from several printing vendors. This would include the replacement of printing devices throughout the university. This committee charge is to help the VP ensure that all needs are included in the RFP. The RFP would include things like ongoing maintenance that would include cleaning, changing cartridges, checking the devices proactively, troubleshooting issues and support. The idea would be to bring a fleet of multipurpose machines that could function as copiers, printers, scanning, scan to email, fax, etc. A goal would be to ensure that all multi-function devices (MFDs) are installed so that all features are enabled on each device (many existing MFDs can only do one function such as copy or network print. All devices should be equipped with scan to email to reduce paper printing)The solution would include print accounting mechanisms and secure printing features for privacy concerns. Tish Harding (CHASS rep.) asked to participate in the committee.</p>
CONCLUSIONS	Tish Harding added to the committee
ACTION ITEMS	PERSON RESPONSIBLE
Lisa will be calling a meeting with the committee as plans progress to move forward with an RFP	Lisa Bazley

NEXT MEETING	The next meeting is planned for November. Ana Gonzalez will send a Doodle to pick a date that works for everyone.