

Academic Technology Advisory Committee Meeting

March 3, 2017

Meeting Minutes

Present:

Dr. Stephanie Grote-Garcia, Ann Alexander, John Champion, Dr. Rosa Cardenas, Dr. Carlos Garcia, Dr. Letitia Harding, Lisa Bazely, Dr. Cheryl Anderson, Ana Gonzalez, Neil Schroder
Via Zoom: Dr. Amy Crocker, Dr. Jean Dols

Agenda Item	Outcome
Neil Schroder & Ana Gonzalez: Office 365 Migration	<p>Neil provided an update for our Office 365 migration</p> <ul style="list-style-type: none">• As of 3/3/17 only IRD had been transitioned to the cloud.• Ran into minimal issues but helped us perfect our preparation strategy and documentation.• A website has been created to help everyone better understand Office 365, its features and benefits. http://www.uiw.edu/ird/o365• We are encouraging folks to visit this website and review the “How to Prepare for O365” and “After Migration” pages to learn what you can do to prepare and what will happen post migration.• The site has training materials, information and helpful resources that will help you learn more about Office 365.• Email in the cloud will have 50gb of storage which will be dialed up to 100 gb over the summer.• No need to have a .PST to save email on your local computer.• Email is accessible from anywhere once it’s in the cloud.• OneDrive for Business is our solution for file storage.• OneDrive has 5TB of space. It is backed up on the backend and abides by a variety of security protocols including HIPPA, FERPA, DOD standards and more.• Work done on documents inside of OneDrive will allow for multiple people to collaborate on documents simultaneously.• Neil conducted a demo of the Skype for Business app for presence. This tool is an instant messaging tool and can also be used for web conferencing.• Other apps mentioned was Forms (which is Office 365’s version of Google Forms) and Yammer. There is much more.• Ana discussed that there would be some training options over the spring and summer sessions. Continued training throughout Fall 2017.

	<ul style="list-style-type: none"> Ana also mentioned that there are many resources, tutorials and videos available via our O365 website referenced above.
<i>Neil Schroder:</i> <i>Introduction of Help Desk Manager – Christina Phillips</i>	<ul style="list-style-type: none"> Neil introduced Christina Phillips to the group. She is our new Helpdesk Manager. She will have a team of students and a technician that will be manning phone calls and walk up support. They are currently located in the garden level of the library in the student computer lab. Christina will be working with IRD to beef up the tier one support. Students will be deployed to classrooms that need immediate support to troubleshoot and address issues. The Helpdesk will also record issues and create work orders to record all issues and assign them appropriately.
<i>Ana Gonzalez:</i> 2017-2018 Faculty Chair	<ul style="list-style-type: none"> Dr. Grote-Garcia is rounding off her stint as faculty chair. Anyone interested in being the faculty chair please contact Ana Gonzalez.
<i>Ana Gonzalez:</i> Future Agenda Topics and Talking Points	<ul style="list-style-type: none"> Highly encouraged the submission of agenda items by the membership. We want to take these meeting opportunities to address issues or concerns. The issue of classroom technology support came up and we thought this would be a great forum to discuss current processes and come up with ideas for improvements. Also, discussed the idea of putting out a list of talking points that each of the representatives can share when they visit attend faculty meetings.
<i>Ana Gonzalez:</i> Next Meeting	<ul style="list-style-type: none"> Next meeting will be held at the end of April or early May. A doodle poll will be sent to select a date.