ACADEMIC TECHNOLOGY ADVISORY COMMITTEE

November 15, 2017 10:30am-12:00noon
NB 142
Zoom: https://uiw.zoom.us/j/3100117944

MEMBERSHIP		
MEMBER	SCHOOL	**TITLE**
Ms. Lisa Bazley	Information Resources Division	Vice President, Information Resources/CIO
Dr. Cheryl Anderson	Information Resources Division	Dean, Library Services
- Unfilled -	Information Resources Division	Director of Instructional Technology
Mr. Neil Schroeder	Information Resources Division	Sr Director of Digital Infrastructure & User Services
Ms. Ana Gonzalez	Information Resources Division	Director of Academic Technology & Support - SOM
Dr. Glenn James	Provost Office	Associate Provost for Institutional Effectiveness
Dr. Carlos Garcia	SMSE	Dean School of Math, Science, & Engineering
Dr. Denise Staudt	DSE, High Schools Rep	Associate Provost and Dean of Education
Dr. Tisha Harding	CHASS	Faculty; Associate Professor, English
Dr. Stephanie Grote Garcia	Dreeben School of Education	Faculty; Associate Professor, Teacher Education
Dr. Ron Washington	HEB School of Business and Admin	Faculty; Assistant Professor, Business Admin
Dr. Jean Dols	Ila Faye Miller Sch of Nursing/Health Prof	Faculty; Associate Professor, Nursing
Dr. Rosa Cardenas	Sch of Math, Science and Eng	Faculty; Assistant Professor, Physics
Dr. Paulo Carvalho	FEIK School of Pharmacy	Faculty; Associate Professor, Pharmacy
Dr. Joseph Pizzimenti	Rosenberg School of Optometry	Faculty; Professor, Optometry Instruction
Dr. Amy F. Crocker	School of Physical Therapy	Faculty; Assistant Professor, Physical Therapy
Dr. Cynthia Gonzalez Aguirre	EAP: Sch of Applied Sciences (SAS)	Faculty; Professor Nutrition
Dr. Diane Garza	EAP: Sch of Professional Studies (SPS)	Faculty; Associate Professor of Business
Mr. John Champion	School of Media & Design	Faculty: Instructor, Computer Information Systems
Mr. Michael Clayton	School of Media & Design	Faculty: Associate Professor, Computer Graphic Arts

I.   **Welcome & Introductions**
II. **Review/Approval of the Meeting Minutes (Page2-4)**
III. **Discussion of the needs of the faculty of each school for instructional technology support**
     a.   **Printing –Mike Hood**
IV. **Recommendations for disseminating information/decisions from the ATAC to the faculty**
V.   **Updates from September Meeting**
     a.   Set-up fix for classroom computers going to sleep after 15 minutes
     b.   Printer replacement progress
     c.   Interactive Classroom Response Systems Work Group – Dr Cheryl Anderson
     d.   Exam Soft – Dr Cheryl Anderson
     e.   Update list of Technology available in classrooms – Ana Gonzalez
     f.   Connectivity issues nursing building – Neil Schroeder
VI. **Insights from Information Technology**
     a.   Network Downtime – Neil Schroeder
     b.   Infrastructure Upgrade – Neil Schroeder
     c.   Blackboard migration (hosted system to cloud-based environment [SaaS]) Dr Anderson/T Peak
VII. **Hot topics for ATAC members to discuss with Faculty**

Faculty Input by School

HEB School of Business and Admin
- Faculty members use personal funds for software/technology, load them on the university system, and no longer have ownership of the software/technology that they expended their personal funds on.
- I've recently use the virtual lab in GB 215. One of the major issues is that the students' connections were aborted throughout the class which made it hard for the students to follow along with the class project. This happened several time and to multiple students.
- The other issue we ran into was that students were not able to scroll down on the virtual lab. This issue emerged when we worked with SPSS and were trying to save a document and were unable to scroll down to the save icon.
- Timing for replacement of Ana Gonzalez's position at UIW
- Help Desk needs more competent help!
- Faculty wants to keep computers
- Would like Ms. Bazley to attend a faculty meeting to discuss retention of faculty computers?

Dreeben School of Education
- Computer in classroom Admin 310 appears to be just about out of memory. Some days the UIW homepage cannot be pulled up because it takes too much ram. Can the computer be upgraded?
- Laptop cannot be plugged into the projector as my laptop doesn't have the female connector, just a USB connector. Can we get the right connectors, or have the rooms ready for the newer laptops? (Admin 310)
- Can faculty obtain the right connectors from the Help Desk?

Ila Faye Miller School of Nursing/Health Professions
- Projector in NB 216 does not come down when you press the "on" button on the black box. You used to just press "on" and the projector would turn on and the screen would come down… but now the screen appears stuck on initiation and you have to play with "screen up" "screen down" to get it to un-budge and come down.
- Here's a complaint I hear a lot from my students, and of course experience myself as well: need better Wifi connectivity in the Wellness Center/classrooms.
- Help Desk full of students who constantly want to go through the same steps I have gone through and don't listen to me that I have already done that step. I need people with some expertise at the help desk. Especially to load SPSS.
- Sometimes I just circle around the Help Desk to see when "Earl" is available so that I don't waste time. Leaving my computer is not an option because there are no loaners.

School of Math, Science and Engineering
- Situation: Last September, Instructional Technology announced to the community via The Word Today that the Print Shop would be handling all large format printing starting in October. Adela Gott would no longer be printing poster presentation graphics. She is still available to assist with their template designs - but all printing jobs should go to Mike Hood. Mike and his staff can also help with template designs. Currently, we are still waiting for the printer to be moved over to the print shop due to renovations that must occur prior to the move. In the interim, Mike is sending these jobs out. The cost is higher than before. Instead of $3 per square foot, it is $8. Also, there is a 2-3 day wait for the job to be done. These factors need to be reported to your presenters so they can plan for the additional time and cost. Hopefully, the printer will be in place by the end of the semester so that the jobs won't have

to be sent out. I will keep you informed of the printer status. I just wanted to make sure as you confirm the presenters, they know what to expect. Concern: I'm not sure anyone was given this information in another form other than what is indicated above. Which I admit, I do not read the My Word newsletter often to receive business information that affects my work. I typically expect to receive messages like this in the form of a memo or from a Dean directly. Could we please receive a formal memo indicating the exact policy or procedure for poster printing?

- Why are none of the service techs able to service Macs? If we are given the opportunity to purchase Macs; they should be able to provide support. The few times I have needed someone, the first thing they indicated was that they know nothing about Macs. The person that comes to help will google how to fix the problem.

School of Media & Design
- **OneDrive** - Clarification of what faculty are required to put in their OneDrive Accounts.
  - Some interpret it as every document they have/use/create that is related to UIW whether it's related to teaching, committees, or personal research
  - Some believe it is just talking about moving files that we're stored on university servers (like the "H://" drive) or use DropBox (like turning things into the Registrar's office or to their Administrative Admins)
- **Digital Forms** – Is there a schedule as to when all university forms will be online only by?
- **Wi-Fi in the Joyce Building** – Connection, speeds, and reliability wax and wane. Faculty are wondering about the inconsistency of it all. *Note: We tell them to call Tech Services and they said they do.*
- **Printing on Campus** – A couple of things:
  - Do students have permission to use the Print Shop in the Admin Building for oversized prints? (We heard that the oversized printer is no longer in Adela's office.)
  - Minor confusion about Dahill and Xerox but the faculty do not know enough yet to have the questions they want to ask.

CHASS
- User agreement to have e-mail on faculty's personal devices has caused concern.
- Classroom computers (at least the ones in the Administration Building) enter sleep mode after ~15 minutes of inactivity. Reported at last ATAC meeting.

Device administrator

Email

Server outlook.office365.com must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
  Erase phone's data without warning, by performing factory data reset.

- **Set password rules**
  Control the screen unlock password length and character restrictions

- **Monitor screen unlock attempts**
  Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.

- **Lock the screen**
  Control how and when the screen locks

- **Set screen unlock password expiration**
  Control how frequently the screen unlock password must be changed.

- **Set storage encryption**
  Require stored application data to be encrypted.

- **Turn off cameras**
  Prevent use of all device cameras.

- **Turn off functions on lock screen**
  Prevent the use of some functions while on the lock screen.

- **Set SD card encryption**
  Require application on SD card to be encrypted

- **Password recovery**
  Allow password needed to unlock device to be recovered

- **Turn off POP and IMAP emails**
  Prevent use of all POP and IMAP email on device

- **Turn off SD card**
  Prevent use of SD card

- **Turn off Wi-Fi**

CANCEL   ACTIVATE

Device administrator

Control how frequently the screen unlock password must be changed.

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  Require stored application data to be encrypted.

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  Prevent use of all device cameras.

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- **Set SD card encryption**
  Require application on SD card to be encrypted

- **Password recovery**
  Allow password needed to unlock device to be recovered

- **Turn off POP and IMAP emails**
  Prevent use of all POP and IMAP email on device

- **Turn off SD card**
  Prevent use of SD card

- **Turn off Wi-Fi**
  Prevent use of Wi-Fi

- **Turn off text/multimedia messaging**
  Prevent use of text/multimedia messaging

- **Turn off Internet**
  Prevent use of Internet

- **Turn off Internet sharing**
  Prevent use of Internet sharing

- **Turn off Bluetooth**
  Prevent use of Bluetooth

- **Turn off desktop sync**
  Prevent use of desktop sync

- **Turn off IrDA**
  Prevent use of IrDA

- **Disable third-party applications**
  This application can prevent third-party applications from running.

- **Disable native applications**
  This application can prevent native applications from running.

- **Disable unknown applications**

CANCEL   ACTIVATE

Device administrator

Prevent use of Wi-Fi

- **Turn off text/multimedia messaging**
Prevent use of text/multimedia messaging

- **Turn off Internet**
Prevent use of Internet

- **Turn off Internet sharing**
Prevent use of Internet sharing

- **Turn off Bluetooth**
Prevent use of Bluetooth

- **Turn off desktop sync**
Prevent use of desktop sync

- **Turn off IrDA**
Prevent use of IrDA

- **Disable third-party applications**
This application can prevent third-party applications from running.

- **Disable native applications**
This application can prevent native applications from running.

- **Disable unknown applications**
This application can prevent applications from unknown sources from running.

- **Prevent installation of unknown applications**
This application can prevent applications from unknown sources from being installed.

- **Configure Exchange account**
Create, modify, and delete Exchange ActiveSync account settings.

- **Set device security**
Install certificates, encrypt the device, remove selected data from the device, and wipe the device.

- **Configure email accounts**
Create, modify, configure, and delete IMAP/POP email accounts.
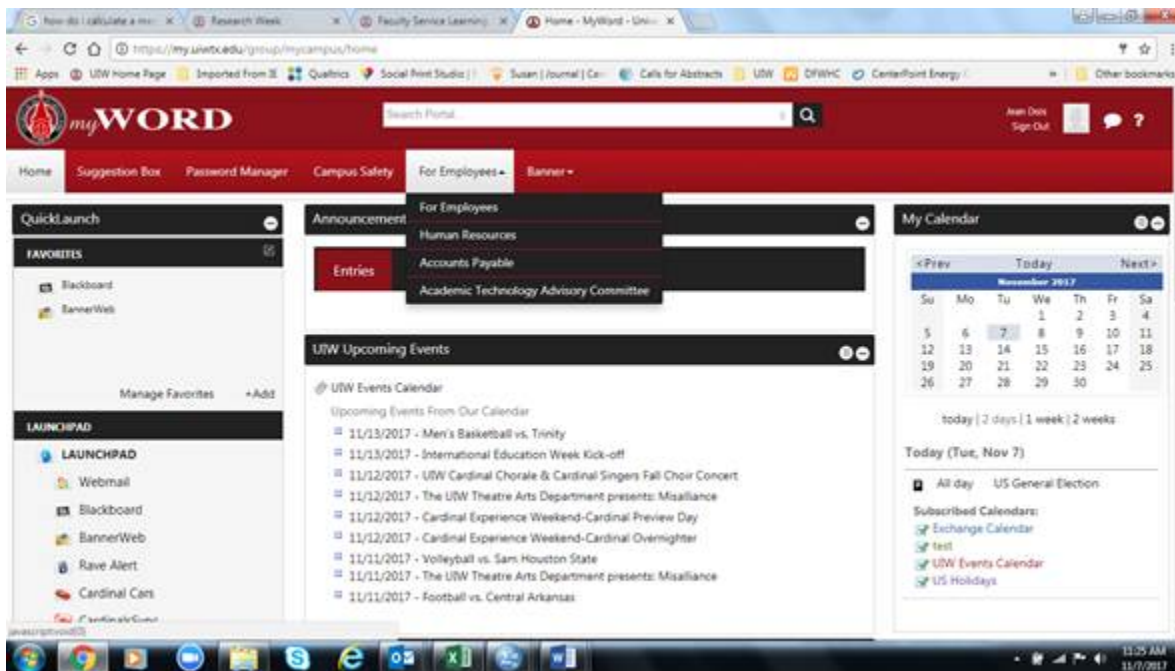
- **Manage LDAP accounts**
Create, query, and delete directory services (LDAP) accounts.

- **Set Smartcard permissions**
Turn on control access cards (SmartCards) to authenticate users who access apps such as browsers and email clients.

CANCEL   ACTIVATE

The agenda and minutes for the Academic Technology Advisory Committee appear in MyWORD.

In the section marked "For Employees" the drop down menu includes ATAC.

Click there to keep up-to-date on the information being taken forward to ATAC twice a semester.

We are still working on many of the projects that faculty identify.