ACADEMIC TECHNOLOGY ADVISORY COMMITTEE
Wednesday, September 20, 2018 11:30am-12:30pm
NB 142 & Zoom
Minutes

Present: Lisa Bazley, Tracey Mendoza, Kathleen Bottaro, Neil Schroeder, Ana Gonzalez, Brian Anderson, Dr. Glenn James, Dr. Carlos Garcia, Dr. Denise Staudt, Dr. Susan Hall, Dr. Lucretia Fraga, Dr. Ron Washington, Dr. Jean Dols, Dr. Amy Crocker (Zoom), Juan Gonzalez (Zoom), Dr. Diana Garza (Zoom)
Absent: Dr. Tisha Harding, Dr. Rosa Cardenas, Dr. Paulo Carvalho, Dr. Joseph Pizzimenti, John Champion, Michael Clayton

Meeting called to order at 11:34am.
I. Participants were introduced.
II. Meeting minutes of April 17, 2018 were reviewed. Ana Gonzalez motioned for approval. Kathy Bottaro seconded. Minutes were approved unanimously without revision.
III. Proposed 2018-2019 Meeting Dates
2018-2019 meeting dates will be sent out as calendar notices.
IV. Library Services: Tracey Mendoza
a. Intellectual Property Modules surrounding the use of media in courses and related workshops will be available this semester and their robustness will increase next semester. Focus on a growing interest in the use and development of open educational resources (OER) and No additional Cost initiatives that can be embedded in course shells / Blackboard.
b. Library consultations are available for each school.
V. Instructional Technology: Kathy Bottaro
a. Poll Everywhere: Announcement is coming that Poll Everywhere is up and running. Single sign-on is available for each faculty member. Non-faculty members need to contact IRD to obtain access to sign-on. The product is a classroom response system that enables formative assessment that are complimentary to functionality in blackboard. There is no response limit.
b. Qualitative Research Software: Kathy will reconvene the faculty qualitative research group to determine needs for a standardized source of this software. ATAC members that did not have a representative for their school will be contacted to obtain the name of the most appropriate person to join the research group.
c. Adobe Sign – Digital Signing Software Launch: Administrative staff has contributed to the understanding of the functionality needed for digital signing. Kathy is now reaching out to Deans and departments to assure the functionality will also meet their needs.
d. UIW.edu Web Redesign: Eliance is a university partner helping with the build of the website. They are providing a primary emphasis on marketing and recruitment. Currently working with the professional schools, Ettling Center, and Mission & Ministry on completing a new website build with projected completion by December 2018. All other sites will be transferred over to the new website framework with website redesign occurring at a later date.
VI. Information Security & Infrastructure: Brian Anderson
a. Email Quarantine: Global white-listing is available. Refer to the IRD website for instructions.
b. Email Retention: Email retention will now be enforced. Faculty need to be aware that placing folders under the inbox and not in an actual Archive folder will not protect their email. Saving emails as .pst files is restricted by policy.
c. Awareness Training: Program will be launched soon on safe computing. The 2-3 minute videos will be required to be completed by each UIW employee. Fake phishing attacks will also be sent out by UIW IRD to identify high-risk email users so that education can be provided.
VII. Digital Infrastructure & User Services: Neil Schroeder
a. Office 365 Annual Renewal of Groups: Users must request to renew the groups every year. More than 1 owner can be established.

b. AV Installation Updates: This summer optometry was moved from analog to digital. The Joyce Building and a dozen rooms in the Bonilla building are next to be updated. Trying to get HDMI up across the campuses, the Administration Building is a challenge. A group has been engaged to do a full assessment of classroom technology.

c. Upcoming Office Upgrade: Office 365 is being upgraded. Individuals with outdated software that is not able to be easily upgraded will be contacted to determine the best method to handle each computer.

d. Automatic Device Reboot: An automatic device reboot is now scheduled for the 1st Sunday each month.

VIII. Discussion: Laptop Requirement

a. Discussion centered around student cost, library loan program, limiting to specific schools, and IRD's availability to establish a list of technical requirements based on school's needs and programs. Laptops are still sold through the bookstore and software is loaded by the Help Desk and help is provided for all student/faculty laptops within warranty, when possible. This discussion will be continued at the next meeting.