Campus Technology Committee (CTC)
October 27, 2021
Minutes
Meeting held via Zoom

Present: Andrea Coker-Anderson, Susan Wagshul-Golden Bill Fritz, Darcy Janzen, Julie Masura, Stephen Rondeau, Sean Schmidt, Forrest Tyree, Jenny Xiao, Ana Marie Alameda, Jaime Mason, Patrick Pow.

Absent: Ken Cruz, Haluk Demirkan, Wes Lloyd, Jim Thatcher, Chris Knaus.

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*Due to time, agenda item 4 was not discussed.

1. **Introduction**
Members introduced themselves and compared notes of coming back to campus.

2. **Updates**
   2.1 Classroom Upgrades
   A) IT have made total improvements to 66 rooms. Details are provided in the Meeting Agenda.
   B) Some faculty members have used the laptop carts available in CP, DOU and JOY
   .
   2.2 Remote Access Computer Pool is set up in in the Data Center for faculty, staff and students

   2.3 Headsets and webcams available to faculty, staff and students in classrooms and offices.

   2.4 Students can check out laptops, hotspots and media equipment, for one weekly at a time. IT also checked out some laptops to individual students who are exempted to come to class. For the entire Fall Quarter.

   2.5 Tri-Campus Digital Alliance, DL Policy, iTech Renewal and More
   Darcy reported that she is actively working with APCC and EC as they draft a new Distance Learning Policy. The Office of Digital Learning has representation on two newly charged tri-campus councils:
   Advisory Council for Technology-Enhanced Teaching
   The purpose of the Advisory Council for Technology-enhanced Teaching (ACTT) is to create a network to discuss strategies for online and technology-enhanced teaching with colleagues across departments, colleges, and campuses that will persist after our return to in-person classes.
   Tri-Campus Digital Learning Alliance (DLA)

DLA was asked to develop and provide a high-quality, well-vetted course evaluation tool for online learning which reflects research-based practices that increase learner engagement and success in online learning environments—a tools that could be used for planning as well as for formative or summative evaluation. DLA has drafted a hybrid/online teaching evaluation rubric along with a guide to help those applying the rubric to their courses understand the key principle and goals. The draft rubric and guide will be vetted through various faculty governance groups this quarter. The Office of Digital Learning is also using this new rubric in place of Quality Matters for the current iTech Fellows cohort in Autumn.

Darcy also announced that, starting Autumn, they will be consolidating the UW Tacoma iTech course, the UW Bothell Teaching Online 101 Course and the UW CTL TTFI course into one offering, facilitated by 8 Digital Learning Team members from all three campuses.

2.6 Slate Implementation
Sean reported that his division has successfully implemented Slate, a customer relationship management (CRM) application used by many universities. He has stated our Schools and advisors on campus on very interested in using Slate, which will come later. One of the Phase 2 Projects is moving to the Coalition App. This project will start soon and expected to be implemented in Fall 2022. Andrea asked for a "show and tell" in CTC. Sean replied that many "show and tell" will be scheduled, including CTC, probably starting Winter Quarter.

2.7 TLB/SNO/WCG Renovation and Milgard Hall Construction
Patrick reported that the TLB/SNO renovation is in progress, but slower than expected. It is expected to open I Winter Quarter. Milgard Hall construction has just started.

2.8 Cybersecurity
   A) October is Cybersecurity Month
      IT partnered with CISO to offer cybersecurity workshops for the campus and also with MCL on video competition for students to submit cybersecurity videos
   B) Twenty-six UW Units (Schools, Colleges, Departments and Campuses) have been audited by Internal Audit on their IT Security Plans. We have recently received feedback from UW Internal Audit that our security plan is excellent and we don not need to do anything to improve it.
   C) Annual Cybersecurity training has started. The training has new modules every year and it is mandated for every employee to take it. Individuals should consider taking other useful optional modules such as "mobile devise security"

3. **Software**
   3.1 Bill highlighted three software packages, including:

A) Diagrams.Net (used to be called Draw.io), a lightweight replacement for Visio, which is no longer available in the Microsoft Office Suite. You have to pay for Visio, whereas Diagrams.Net is free of charge.
B) Monday.com is a workflow management tool primarily available to UW Tacoma students.
C) GitLab is a Devops platform with source code management, continuous integration/ continuous delivery and security testing. This tool is available for instructional use.

3.2 Patrick reported the following software are also available: Microsoft Office Suite, Husky OnNet, Sophos, Adobe Creative Suite, Portfolium, Qualtrics, R, R Studio, and SPSS.

3.3 As individual faculty persons are interested in using Grammarly and NVIVO, CTC would like to find out if more faculty members are interested in using these software tools. Jenny and Julie are willing to survey their SIAS faculty colleagues. Darcy mentioned some faculty persons asked for other QDA tools such as MAXQDA and ATLAS.ti.

4. **IT Accessibility Resources Web Page** (https://www.tacoma.uw.edu/it/accessibility)

5. **Other Business**
Patrick will check the calendars of CTC members to schedule the next meeting (November/ December).

Meeting adjourned at 12:01 pm.