# Campus Technology Committee (CTC)
## March 6, 2023
## Minutes
Meeting held via Zoom

Present:   Stephen Rondeau, Alireza Boloori, Ana Marie Almeda, Julie Masura, Patrick Pow, Wes Lloyd, Bill Fritz, Darcy Janzen, Lisa Hoffman, Jarrod Call, Y Jenny Xiao, Christopher Knaus, Susan Wagshul-Golden, Paul Lovelady, Joshua Gibson, Andrea Coker Anderson, Ralph Bane

Absent:   Johnny Doan, Sean Schmidt

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1.  Updates
    1.1. All of the STFC special allocation requests were approved.  The special allocation process involves projects from prior years or broken equipment that needs to be repaired quickly.  A slight per student fee increase is being explored by the STFC to align with Bothell.  Bothell charges $42 per student and UWT charges $40 per student.
    1.2. WHT Renovation – Highlights of the furniture and AV upgrades were reviewed.

2.  Cybersecurity training App KnowBe4 (Susan Wagshul-Golden)
    2.1. KnowBe4 has workplace training modules.  If we want other modules there may be an additional expense.  The Campus security department would like us to explore what KnowBe4 offers in terms of a comprehensive training package.  A goal of campus security is increased employee vigilance and competency by understanding each person's individual role in keeping all of us safe.  The proposal was made that a subgroup look at what is offered through KnowBe4 and make recommendations to the CTC.  The subgroup will be Julie Masura (faculty) and Susan Wagshul-Golden (Campus).   Susan will take the lead on this and report back to the CTC with recommendations.

3.  Grammarly Subscription
    3.1. There is interest from Computer Sciences, Urban Studies; Social Work currently uses a free version.
    3.2. The Premium version costs approximately $140 per year.  The Education version costs $50 per year. The Education version has similar features to the Premium version.  The Education version includes plagiarism checks and writing suggestions.  We have a plagiarism check tool we are paying for called SimCheck.
    3.3. If there is sufficient interest in Grammarly this will be a split cost with a charge back to the departments.
    3.4. When it comes to the chatGPT question raised during the last meeting, there may not be a solution that the CTC can offer for this and individuals can access it at will. https://www.chatgptplagiarism.com/ appears to be functioning for those interested in a plagiarism tool through chatGPT.

3.5. A few additional CTC members will check with faculty in their units and share their findings with Patrick.

4. UW Tri-campus Initiatives Update (Darcy, Lisa)
    4.1. The Instructional quality initiative has been split into four groups: framework, self-evaluation, student evaluation and faculty development.
    4.2. The Access initiative has been split into four groups: accessibility, support & policies, barriers to increasing access, hybrid & online support & policies and in person space recommendation.
    4.3. Work on both initiatives is moving forward.

5. Computer Services – Laptop Cart Wi-Fi access and backup batteries (Joshua Gibson)
    5.1. UWT IT has four laptop carts strategically placed throughout the campus. Here is a link to [check out](#) a cart.
    5.2. Wi-Fi is available in the Cragle and TLB parking lots for students that do not have access to stable internet at home.
    5.3. Battery packs can be checked out to charge their devices in their car so as to reduce the carbon emissions of running their car in the parking lot to charge their device.
    5.4. OmniChargers is a newer type of charger that is only in the MLG for now. Anyone can reserve one through the OmniCharge app that the user downloads on their device.
    5.5. Mobile Device Charging stations are placed around campus at strategic locations. These include wireless charging capability.
    5.6. How often are the laptops and backup batteries being used? Laptop carts are used 6 to 8 times per week in the classrooms. Battery packs are used 1 to 3 times a week in the classrooms.
    5.7. How useful is it to have Wi-Fi in the parking lots? Regarding the Wi-Fi in the parking lots usage question: It is cost prohibitive to remove the Wi-Fi access points from the parking lots. In addition, these access points provide additional coverage to outdoor areas throughout the campus when the students utilize those spaces.

6. Media Services – PDF Remediation and closed-caption service (Paul Lovelady)
    6.1. One of the services we provide is the remediation of PDFs to make them compliant with accessibility guidelines.
    6.2. We have provided this service for 35 faculty members with 400 documents since 2020.
    6.3. We ask that each faculty submit a maximum of 25 documents per quarter with a maximum of 30 pages per submitted document.
    6.4. A new feature in Canvas was released in 2022. Ally in Canvas is a tool that auto checks to determine if your content is accessible and provides alternate formats for your content.
    6.5. The process of submitting documents for remediation was explained.
    6.6. Another service we provide is closed caption updates for video files you have in Panopto. If you use the Panopoto integration tool in Zoom, we can edit captions for you to make sure they are accessible.

7. Meeting adjourned at 12:30 pm.

# UW Tacoma Information Technology Initiatives

# Laptop Carts

Locations:

> **MLG - serving classrooms in MLG**

> **JOY – serving classrooms in JOY, WCG, BHS, BB, and GWP**

> **CP – serving classrooms in CP, WG, WPH, and MDS**

> **TPS – serving classrooms in TPS, DOU, SCI**

# Laptop Carts

Example:

# Parking Lot Wi-Fi

Locations:

> **UW Tacoma IT has installed UW Wi-Fi in the following locations:**
> **Cragle Parking Lot**
> **TLB Parking Lot**

# Battery Packs

> **UW Tacoma IT purchased battery packs during the pandemic to checkout. These battery packs were used when someone did not have a means to charge their devices when in their car using UW Wi-Fi in the parking lot**

# OmniChargers

> **OmniChargers are mobile device chargers that people are able to checkout using a mobile app.**
> **The chargers sit in either a 5 or 10 bay charging station.**

# OmniChargers

# Mobile Device Charging Stations

> **With the help of STFC, UW Tacoma IT installed Mobile Device Charging Stations across campus.**

# Mobile Device Charging Stations

Locations:

> **WG 108**          >**CP/MDS 3rd Floor**

> **CP 005**          >**WPH 2nd Floor**

> **MAT 1st Floor** >**SCI 1st Floor**

> **WCG 1st Floor**    >**DOU 1st Floor**

> **TPS 1st Floor**    >**JOY 1st Floor**



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# Accessibility Remediation of PDFs for Canvas Use

# Ally in Canvas

The quickest way to check the accessibility level of your documents.

Ally automatically checks and grades PDFs uploaded to your Canvas Course.

# Ally in Canvas



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HOME    MAKE THINGS ACCESSIBLE ▾    POLICY ▾    PEOPLE ▾    GET INVOLVED ▾    GET HELP

## ACCESSIBLE TECHNOLOGY
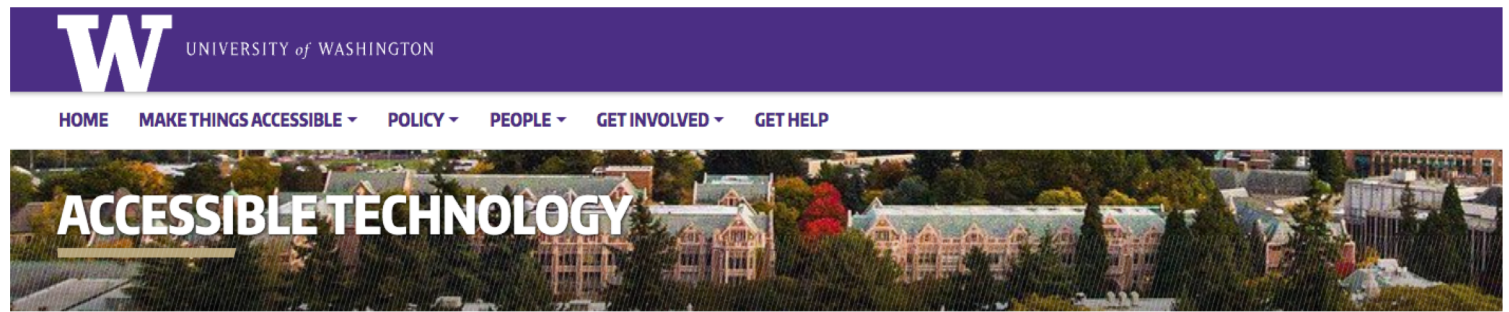
⌂ / Online courses / Canvas / Ally in Canvas courses

### Ally in Canvas courses

Ally is a tool from Blackboard that integrates seamlessly with the UW's Canvas learning management system to automatically check the accessibility of course content, including files uploaded by instructors. It performs two primary functions to improve the accessibility of course content:

1. **For instructors:** Ally provides feedback to instructors by assigning an accessibility score for each file. Instructors can click any score icon to launch a wizard that helps guide them through accessibility problems found with that file, and tips on how to fix them.
2. **For students:** Ally automatically generates alternative formats—such as tagged PDF, HTML, electronic braille, or audio—that students can download and use to support their learning.

For additional information about Ally, see the following help docs on IT Connect:

- Ally accessibility tool for Canvas
- Download an alternative format

## What is the ALLY Accessibility Tool?

- Tool introduced to UW Canvas in summer 2022
- Seamlessly checks documents uploaded to Canvas course
- Generates alternative formats of the document for student use
- MP3 files, readable text for screen readers, electronic braille, HTML file, Immersive Reader
- https://itconnect.uw.edu/tools-services-support/teaching-learning/canvas/canvas-help-for-instructors/assignments/ally-canvas/#help
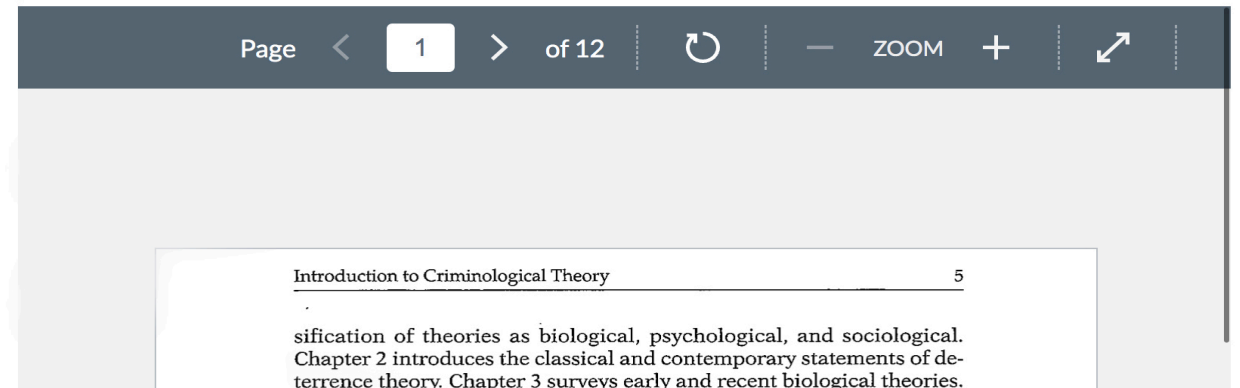
# What Ally Looks Like in Canvas

**List of Alternative Content Ally Creates to Download**

Download alternative formats ▾                                    ✕

Selected file:

📄 PDF  White-Privilege_McIntosh-1989_EDIT.pdf

🔘 📄 **HTML**
For viewing in the browser and on mobile devices

⚪ 📖 **ePub**
For reading as an e-book on an iPad and other e-book readers

⚪ 📄 **Electronic braille**
BRF version for consumption on electronic braille displays

⚪ 🎵 **Audio**
MP3 version for listening

⚪ 📄 **BeeLine Reader**
Enhanced version for easier and faster on-screen reading

⚪ 🔊 **Immersive Reader**  `NEW`
Aid reading comprehension and grammar skills. Internet required.

❓ <u>Help</u>

By downloading an alternative format, you agree with the <u>Terms of Use</u>

Cancel          A↓ **Download**

# How UW Tacoma IT Can Help

**Steps to Take to Get Assistance**

- IT reminds faculty of this service around the start and middle of each quarter

- Send a request to tachelp that you'd like assistance to update your PDFS

- IT will reply to your tachelp request and provide directions and provide basic guidelines as to how to submit files

- We use custom folders in the campus Share drive for faculty and IT to provide and deliver files

- Make sure they are of good quality documents. Older, poorly scanned PDFs are much more difficulty to remediate.

## Example Notice You'll Receive from Media Services Once You Request Assistance

Hi Faculty,

Thank you for inquiring about our IT PDF Accessibility project.
This service utilizes two levels of PDF remediation. First, your PDFs will be submitted to a scripted, automatic converter, and secondly, a student accessibility specialist will manually provide several passes with Abby Reader and Adobe Acrobat Pro to repair remaining errors; primarily tags, reading order, contrast, and alternative text for images.

We may not be able to accept all of your scanned documents but will communicate if we have issues. Issues typically occur while using poorly scanned documents and occasionally, we have to reject some.

If documents are not cleanly scanned, we'll have to work through:

slanted text and warped pages

multiple pages on single scans with gutters

misaligned pages

artifacts on the pages and in margins

These are issues that cause our software to get hung up and makes the Optical Character Recognition (OCR) process fail.

This in turn, generates files that are too time-intensive for our student PDF Accessibility team.

*To prepare new scans, please follow the guidelines outlined by the UW at:*
https://www.washington.edu/accessibility/documents/

***For consideration, please provide:***

**A description of the PDF documents to be remediated and how they will be used**

**Number of submitted documents (Limit 25/faculty each quarter)**

**Estimated number of total pages (Limit 30 pages/document)**

**Date and priority when you need files (we are currently needing a minimum of two weeks for turnaround)**

I've created a folder on the share drive for you to drop off your PDFs:

**S:/Computer_Services/Share/ADA_PDFs/faculty/faculty_Drop-Off**

We don't receive automatic notices when files are dropped off.

*Would you please reply to this ticket to let us know that you've dropped off files.*

# Our Process

**Steps UW Tacoma IT Takes to Update your Files**

- Once PDFs are uploaded by faculty to their DROP-OFF folder on the server, they receive a run through with an automated script on the Share drive. This provides some basic updates and fixes.

- Next, our IT student tech downloads the PDF and manually processes it through ABBYY FineReader to analyze and convert scanned docs. It is a professional optical character recognition (OCR) system.

- Thirdly, we manually process the PDFs in Adobe Acrobat Pro to realign the reading order, correct tags, increase contrast, add alt tags to images, label tables, etc.

- Once files are completed, they are placed back in the Share drive in the faculty's PICK-UP folder.

- Faculty are notified that their files are available via the tachelp ticket.

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Your Files will be Uploaded, Processed, and Delivered Using the Campus Share Drive

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Example of Folder Structure

# OTHER SERVICE: Caption Updates in Panopto



We also remediate the auto-captions in Panopto course recordings by working in the background to update punctuations, capitalizations, and make basic corrections to text.