Campus Technology Committee (CTC)
January 23, 2024
Minutes
Meeting held via Zoom

Present: Darcy Janzen, Ana Marie Almeda, Julie Masura, Patrick Pow, Alireza Boloori, Jarrod Call, Ralph Bane, Susan Wagshul-Golden, Bill Fritz, Andrea Coker Anderson, Christopher Knauss, Slava Miasishchev, Paul Lovelady, Lisa Hoffman

Absent: Sean Schmidt, Wes Lloyd, Y Jenny Xiao, Jayna Estacio

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1. Updates
   1.1. STFC Annual Allocations – submissions due Friday, February 2, 2024, at 12 pm. Generally, should support student learning. This year, the STFC increased the fee by $1 per quarter, now in line with the other two campuses. The STFC is a good committee meeting regularly with a focus on needs that are specific to our student population, such as free printing.
   1.2. CP 109 is now a Macintosh classroom for Fine Arts faculty, still scheduled by the Registrar's office for use. The Windows PCs formerly in this space have been moved to WHT-104.
   1.3. CP 108 is offline and should be ready sometime in the Spring Quarter. This was a total refresh bringing it up to standard with ceiling microphones, air server, etc like other recently upgraded classrooms.
   1.4. Equipment checkout - good to be aware:
      - With limited AC outlets, some classrooms will benefit from the battery backups that we can supply. We can also deliver laptops.
      - Students need a place to take virtual classes between in-person classes. Because of this, we have headsets to check out and inexpensive earbuds that students can keep.
   1.5. Technology Recharge Fee has increased by 4% for the next academic year for all three campuses. Even though Tacoma is in enhanced monitoring. TRF (Technology Recharge Fee) pays for many things, including software (mostly Microsoft). To retain compliance, there was a lot that we had to change with Office 365. Microsoft rethought their billing strategy, and we are seeing increases of about 7% in cost year over year for their software.
   1.6. IT Trainings – Cybersecurity training. If you have not done it yet, you will be reminded every 90 days to complete this training. We have two opportunities for students to get training.
      - One of them is Media Monday – this quarter we are focusing on Canva training. There is not enough interest in buying Canva for the Tacoma campus. There may be an opportunity for Seattle to fund this centrally. In the interim, we are leveraging the free version to help students with their class assignments. We have four sessions this quarter scheduled over the lunch hour. The free version may be likened to Adobe Creative Cloud "lite." The first workshop starts with here is the tool and how to use it, the second workshop focuses on how to make a flyer, the third workshop deals with basic animation, and the final one deals with how to utilize AI (Artificial Intelligence) in Canva. CP 005 is our drop-in lab for students to get assistance with a class project. Some faculty are sending students to the library, how does that relate to Media Services? Media Services have one-on-one training available for students. Media Services focuses on software training. The library focuses on research

training. It would be important to have an email direct to faculty from Paul – perhaps a little more targeted – to have various resources to direct students to. We would encourage CTC members to help get the message to more faculty. If there are other things you feel students should have, please tell us.

- IT Tuesday is the other opportunity. It focuses on training students on software they can access on their home PCs. These items are free for students. One example of this is free software for Web publishing. IT Tuesdays also goes over how to do 3D printing. This event is held at the IT Help Desk in Welsh Gardner 108.

1.7. Computer literacy courses will be offered through NorthStar. We are paying for the 500-headcount license. We do have underserved communities and older students who might benefit from the basic training through NorthStar.

1.8. UW Alert is being sent to all. This means that by default, all employees and students are now opted in. If you have a cell phone number in your profile, you will get UW Alert.

2. Name Coach App. A link to the UW Medicine site is [here](#).

2.1. It is integrated into Canvas. Some faculty are interested in it. There is a cost for it currently, although an effort exists to fund this centrally.

2.2. Allows users to record the proper pronunciation of their name for classmates and instructors.

2.3. There are two other components of this as well, one for commencement and one for email signatures.

2.4. There will be a demonstration on February 7, 2024, at 3:30 pm. If you are interested in being included in that demonstration, please get your information to Ralph and you will be added to the invitation.

2.5. The cost for this is $10,000 if we need to buy it for the Tacoma campus.

2.6. Please talk to your faculty to see if there is interest in this and let us know.

2.7. The current users are UW Law School and the Foster School of Business.

3. Selected Software Licenses

3.1. We have other software that we would like CTC input on or to apprise you about adjustments:

- SPSS statistical analysis and R &R studio – both have been installed on UWT computers since both are in use in the business world. Do you still want them? Two weeks ago, one professor checked some classrooms in Milgard Hall and found that they did not have R & R Studio.   MLG 301 was one of them. Having R & R studio each year for our students is a huge boost, commented one professor who teaches statistics.
- Adobe Creative Cloud – we have enough licenses for classrooms and remote labs; it is cost-prohibitive to purchase a campus site license for each user.
- Qualtrics may be centrally funded, and Interfolium will be fully funded.   Is there a way to make Qualtrics simpler to access? Perhaps move the link to it closer to the top of the page? Several different instances of Qualtrics are active across the university, and the goal is to merge them all into one. We will have to shut off all surveys to do that. You will receive messaging when the time comes to briefly shut off all surveys. Please use this link to access Qualtrics https://uwt.qualtrics.com https://www.tacoma.uw.edu/it/qualtrics

4. Future access to the Five PEG Channels

4.1. Under the City of Tacoma, there is a department called Tacoma I-Net. We used to have free access to specific TV channels through this arrangement. It was free because it was mandated by the city to make it available to public institutions. In the past, we used cable TV. Now, things have changed to streaming and there is a new provider. The provider (Light curve) said we would have to pay a $200 subscription every month to get cable TV, which includes the PEG – public channels. We do not feel we have enough content to justify having our own channel, even though Tacoma I-Net has asked us before. During the election year, with several debates, there may be increased interest in accessing public channels. Do you know if you and/or our faculty colleagues need these channels? Do you require this on campus for teaching or other reasons? If you come up with a reason, please let Patrick know. In either case, we will not get it regularly like we did in the past. There is a city mandate to support these channels, we will not get them on campus, due to cost.

5. The meeting adjourned at 3:30 pm.