<p style="text-align:center">Campus Technology Committee (CTC)
April 29, 2024
Minutes
Meeting held via Zoom</p>

Present: Sean Schmidt, Wes Lloyd, Darcy Janzen, Ana Marie Almeda, Julie Masura, Patrick Pow, Alireza Boloori, Jarrod Call, Ralph Bane, Bill Fritz, Y Jenny Xiao, Jaime Mason, Lisa Hoffman

Absent: Christopher Knauss, Jayna Estacio, Susan Wagshul-Golden, Slava Miasishchev, Paul Lovelady, Andrea Coker Anderson

1. DOJ Ruling on Web Accessibility of Web Content and Mobile Apps Provided by State and Local Governments

    1.1 We are on a two-year clock by June 2026 to comply with the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA, the technical standard for state and local government web content and mobile apps. Some Universities have already been sued over this. What are we doing now at the university? For some time now, UWT IT has ensured that each new vendor is in compliance when we start doing business with them, this is referred to as a VPAT. Canvas (and all other faculty created instructional web content) must also comply by June 2026. Canvas does have Ally that will alert you regarding items that are out of compliance. New faculty members are trained on this by the Office of Digital Learning, but the ODL has no authority nor mandate to monitor compliance after the initial training. A report received today shows that only five courses ran accessibility checker this quarter. Getting faculty in the habit of running this each quarter is a current focus. Administrative reporting on Canvas is being reviewed because it was turned off during the integration of three campuses into one in terms of data, this should be ready by fall quarter. Perhaps as an institution we look at creating a threshold for Ally scores and then work with the schools to get the faculty members to do the work. Siteimprove tracks 4,600 web pages currently for Tacoma. Steps we are exploring: We are working with Advancement, but a big part of getting in compliance and then staying there, is making sure content users are properly trained before submitting web content. There are currently 6,000 pdfs posted or linked to the Tacoma web site. The tools that are currently in use do a fairly good job, but the real test is if a screen reader can logically convey the material to a user of assistive technology. This is where having someone boots on the ground doing the work is so important. Comments from faculty members of the CTC: Ally is very easy to use. Faculty can claim this as a skill set when referring to their professional development. Some expressed surprise that such a small number of courses have used Ally this quarter.

1.2 IT participates in tri-campus discussion on expanding web accessibility checking tools such as Siteimprove that would work well for animation, graphics and science related content. We are also exploring the possibility for tri-campus web governance. Currently there is no web governance, so the only incentive is concern over potentially costly litigation. Siteimprove bills the university by the number of pages they check, so a determination will have to be made about how this would be funded, if this service were to be expanded.

IT has been providing services for faculty on (a) PDF remediation; and (b) closed-captions on videos produced by UW and UW faculty. Here is the wording that is sent out to all campus faculty every quarter to uwtfac@uw.edu and uwtfacpt@uw.edu regarding pdf remediation:

> **PDF Remediation for Accessibility Standards and Screen Readers**
>
> ***Did you know that Canvas now has an accessibility report tool - ALLY - for your documents? If your PDFs are in the "RED," let us know and we can help to get them in the "GREEN."***
>
> *IT has developed a process to update your PDFs to ADA standards for online posting.*
> *We push your PDFs through a computer script on our server that runs an automatic pass over the docs, fixing many tags and other problems.*
> *Then, our staff will manually make a second pass through two specialized software products to repair any remaining tags, alt text, address tables, or readability issues.*
> *If interested, please send an **email to tachelp@uw.edu** and we'll forward instructions to you!*

1.3 For your reference, the following links provide detailed information:
- Federal Register: the new rule for digital accessibility under ADA TItle II
- Fact Sheet: https://www.ada.gov/notices/2024/03/08/web-rule/
- Press Release: https://www.justice.gov/opa/pr/justice-department-publish-final-rule-strengthen-web-and-mobile-app-access-people
- Full rule document: https://www.ada.gov/assets/pdfs/web-rule.pdf

2. "Email Forwarding" will not work in the UW Email System as it has in the past.
   2.1 For now, emails sent from an "xxx@uw.edu" address will not be affected, provided the sending system is in the UW's Sender Policy Framework (SPF) record and being sent through a path that results in a valid Domain Keys Identified Mail (DKIM) signature. The messages will be forwarded to their user's forwarding address as normal. However, larger vendors like Gmail, Yahoo and Apple may filter out email forwarding.

2.2 All the UW accounts being affected include @uw.edu; @u.washington.edu; @washington.edu; or @myuw.net

2.3 Forwarding from @uw.edu to any of the internal email addresses such as: @u.washington.edu; @washington.edu; and/ or @myuw.net will not be affected

2.4 85% of all UW students are forwarding their UW emails to their personal emails. Official UW emails should not be affected. Potentially, emails from other people/companies to the forwarding email accounts will not receive these emails.

2.5 UW Tacoma is the only campus with an "Email Policy" requiring students to use UW email for official business. Tacoma has had our own email policy for more than 15 years. Faculty indicate that students are saying they have uw email forwarded to personal email and the faculty member winds up communicating with them via personal email. If a faculty member decides to communicate with a student via the students non uw email account that is up to the faculty. UW Tacoma's email policy states that you are only required to communicate with them through their uw email. Faculty then takes the time to find the student's NetID and email address. When the faculty emails them at that address, they on occasion get a bounce back stating that the email address is invalid. In many cases this is because students never actually turned their email address on after registration. Please send those students to the lab when you get a bounce back stating that their email address is invalid when you know you have their correct net id. When students attend orientations, we try to help them get signed up with a uw email address.

2.6 This change in process may affect alums who want to use UW emails to communicate with business associates and friends.

2.7 It may affect retirees without emeritus status, as they might have forwarded UW emails to non-UW email addresses.

2.8 It may also affect part-time faculty and other partners provisioned with UW NetID to use UW emails. Many of them forward email to their own work email system that might not be affected. Otherwise, there is no solution at this point. UW Medicine, for example, have paid and unpaid adjunct faculty / honorary faculty using email forwarding.

3. Microsoft Chat

3.1 Starting **May 1, 2024,** the University is implementing a records management policy that will entail deletion of MS Teams chat messages after 30 days; the chats are considered transitory communications for brainstorming and collaborating.

3.2 The change applies to anyone who signs into Teams with a @uw.edu account, including all students, faculty, staff and affiliates at UW and UW Medicine.

3.3 Currently, chat messages are never automatically deleted. This increases the risk of chat misuse, adds cost to administrative overhead, and does not place the UW in a strong position to maintain compliance in areas that include data security, efficient resource management and more, as detailed on our project page.

3.4 Posts/conversations in MS Teams Channels are not affected by this change.

3.5 No Files that get shared via MS Teams chat messages will be deleted just because the chat message was deleted. Files shared in chat messages are links to where the file is

stored, for example, in SharePoint or a One Drive folder.   It is important to know where in your One Drive folders these items are stored.

4. Security Camera System
    With all the Verkada external cameras installed, we have 43 camera views of the exterior of the campus and 17 views of RFI security camera system in the interior and exterior of the Court 17 Garage. The reason and focus of these cameras is safety as we have discussed before. The YMCA organization has taken on the responsibility of security camera systems for that building, and they will be adding three Verkada cameras.

5. We have seen enough theft and vandalism on Pacific Avenue to warrant the proposal of Intrusion cameras (four locations). As you heard at the recent town hall, students are concerned with their safety in these areas. In the GWP building, the computer in front of the advising center was tampered with last week. Evidence shows that our most vulnerable area is the Pacific Avenue level of the building. We are considering a proposal with four intrusion cameras. An intrusion camera only records when conditions meet certain programmed criteria. For example, let's say a door has card key access and someone tries to enter without a card key. This would trigger the intrusion camera for a moment then stop recording after a short time. Any comments or issues from the CTC on this? One comment was made to ensure student voices are heard and the recommendation was made that Patrick check with Jay and Holly of the ASUWT. Another suggestion was to have a poster near the four locations. Put a map together of where the cameras are and their intended function.

    5.1 IT, Facilities and Campus Safety and Security are working with Tacoma HR (Abby) to notify the unions of the locations of these cameras.
    5.2 One indoor camera at the Garretson Woodruff & Pratt (GWP) exit to Pacific Avenue.
    5.3 One indoor camera at the Birmingham Hay & Seed (BHS) entrance/exit to Pacific Avenue.
    5.4 One indoor camera at the West Coast Grocery (WCG) entrance/exit to Pacific Avenue.
    5.5 One indoor camera at another West Coast Grocery (WCG) exit to Pacific Avenue.

6. Renovation Update
    6.1 Space Request Form (for GWP-320) scope of work has increased.
    6.2 WiFi for the WPH Ground floor is a concern. The food pantry has moved to this area. In order to bring wifi to this area it would require an infrastructure change. Discussions are under way with Seattle.

7. Last meeting for the year is June 3, 2024. Meeting adjourned.