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Campus Technology Committee (CTC)
December 9, 2024
Minutes
Meeting held via Zoom
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Present: Darcy Janzen, Ana Marie Almeda, Patrick Pow, Ralph Bane, Bill Fritz, Y Jenny Xiao, Andrea Coker Anderson, Michelle Miller, Kevin Muzzy, Julie Masura, Sean Schmidt, Jaime Mason, Megan Toothaker, Alireza Boloori

Absent: Christopher Knauss, Paul Lovelady, Wes Lloyd, Susan Wagshul-Golden, Susan Palmer

1. Updates
   1.1 Infrastructure Upgrade
   - We are getting quotes for installing the 5th security camera on the WPH building, Pacific Avenue level. This is the door to the food pantry.
   - We are working on replacing the security cameras for the Cragle Parking Lot.
   1.2 Renovation Projects
   - Completion of TPS-104 equipment replacement (due to power outage)
   - Info TVs have been reprioritized and ordered this month. We have sufficient funding for about 14 units (a mix of 55" and 65" TVs).
   - The Jane Russell Commons PTZ camera installation is pending. We might need to wait until the winter break to complete this.
   - In Court 17 two TVs are being replaced.
   1.3 We are in the process of fixing the Carwein Auditorium Media Control Room.

2. Tri-campus Information & Technology Update
   2.1 Technology Recharge Fee Committee (TRF):
   Following the recommendation by the Information & Technology Executive Committee, and approved by the Provost, there will be a three percent increase to the TRF rates for FY26, as follows:
   - $74.47 per month per capita for all academic and administrative units *(the current rate is $72.30).*
   - $66.67 per month per capita for the UW Medical Centers *(the current rate is $64.73).*
   - Bill Fritz explained that this increase in cost funds such applications as our Microsoft 365 licenses and DubBot, which is the university-wide web accessibility checker solution to improve Digital Accessibility.
   2.2 UWIT Long-Term Capital Facilities Planning Process
   - As UWIT has asked us to participate in the long-term infrastructure design process, Patrick has informed them of the Tacoma Campus Master Plan, which is currently under revision.   When considering technology infrastructure upgrades, Patrick will

share more information on our Master Plan as it becomes available. If there are investments that your schools or units recommend be made to IT infrastructure, please share those with Patrick so those can be included in the budget request.

2.3 I & T Software Support Update

- We will migrate UW Tacoma Helpdesk Software (i.e. DeskPro) to Service Now sometime next year, once Seattle UW IT indicates they are ready.
- We have recently started using DubBot, which replaced SiteImprove as our web accessibility checker. Deque training for digital accessibility will be available in due course – please see 3.1 below.
- The university will integrate Microsoft Co-pilot (powered by Open AI's GPT technology) into Office 365 for all UW users once the various IT Governance Domains and the AI Oversight Committees and AI Taskforces have completed their recommendations. This will likely be available in 2025.
- Interfolio – Seattle may make it available for tri campus use in the future.
- Slate – For Graduate schools the cost for Slate comes from the applicant fee (i.e. part of the $90 fee per applicant). The more we expand it to enrolled students, the greater the need to potentially collaborate. There are 11 instances of Slate throughout the university.

3. UW Accessibility Update (Darcy)

3.1 The decision was made at the tri-campus level to have Seattle IT Project management take the lead with the rollout of UW's implementation of the Title II Digital Accessibility Rule. UW faculty will be asked to be proactive in ensuring their Canvas content, as well as any other content they use in teaching, is compliant. Deque (https://www.deque.com/services/ is the training system available to all UW users) – please wait for further guidance before logging into this system.

3.2 Seattle has a What you can do now webpage that can be helpful. Some high-level tasks include cleaning up your canvas site and running Ally reports to see where you are on any of your course content in Canvas.

3.3 STEM course questions surfaced, and Darcy forwarded those questions to the appropriate group. These questions potentially could be submitted as a Big 10 conference because partner institutions are facing the same issues regarding complying with Title II while ensuring faculty that use a dynamic teaching pedagogy can continue to do so.

3.4 Compared to other institutions in the Big 10, UW is behind schedule. We use some outside websites and apps.

3.5 Faculty in Tacoma have made the decision to substitute readings that may have impacts to learning outcomes because of the need to be in compliance. The free version of Site Improve has browser extensions for Chrome and Firebox that faculty can use for external pages they reference.

3.6 It is requested that each CTC member brings this awareness back to your units. Every Canvas course must comply with Title II.

4. IT Disaster Recovery Guide and Business Continuity Plan (DRBC) Revision
    4.1 UWT IT is updating the Disaster Recovery Guide and Business Continuity Plan and adding Media Services team members to the "Essential Staff" designation in WorkDay for inclement weather, power outages, and other emergencies. This ensures the classrooms are usable before faculty and students return to campus after an event.
    4.2 IT will review and revise these documents annually
    4.3 The events discussed vary, including the power outage we experienced in July. One of our concerns is business continuity after an event.
    4.4 UWT IT is having conversations with SET leadership and UW Seattle IT about moving some SET servers to the Tacoma domain.
    4.5 Researchers may be impacted if they have their own servers, if an event causes a disruption. Please check with those in your schools or units and ask: do you have servers? What is your process for returning data from a disaster to your locally managed servers?
    4.6 Many researchers use [Hyak](#) for machine learning, so this is an excellent option. There are also other cloud options such as Google and Azure.
    4.7 Students have Hyak access through the [Research Computing Club](#).

5. Future Discussion
    5.1 Do you have suggestions for improvement in terms of infrastructure, classroom technology, computing support, and resources?
    5.2 Where do you see opportunities for UW Tacoma to refine, change, or focus on new or emerging technologies/ innovations to better serve students/faculty and staff? CTC Faculty members mentioned the request on the part of their colleagues to use Google Drive. Recently, there was a change in accessing the wireless network (i.e. switch from UW Wi-Fi to Eduroam). Students are facing challenges with this change. How will we communicate this change to the campus?
6. The meeting was adjourned at 2:25 pm.