

University Technology Advisory Committee

Western Oregon University

Meeting Agenda, October 15, 2021 1pm-2:45pm

[Zoom link](#)

Committee Attendees: Chelle Batchelor, Amy Clark, Gregory Zobel, Lisa Catto, Jennifer Hansen, Mike Baltzley, Michael Smith, Camila Gabaldón, Bill Kernan, Steve Taylor, Heather Mercer, Stacey Rainey, Michael Reis, Robyn Melton (joined at 2 o'clock)

Guests:

Note Taker: Amy Clark (backup / next notetaker: Dona Vasas)

***Begin Recording

Review minutes

- [June meeting minutes review link](#)
 - Any corrections to the minutes? None
 - Minutes approved? Yes, unanimous.

Agenda topics

- Welcome new members / introductions / onboarding
 - Meetings are recorded. This is mostly for the note-taker, but committee members are welcome to watch the recording if they miss a meeting
 - UTAC is intended to be broadly representative of campus technology stakeholders. You are here to represent your area and bring their concerns to UTAC
- Review [committee charge](#)
 - UTAC interaction with the committee charged with the new Student Success Center building. Chelle can facilitate that, she is co-chairing the committee
 - What might we want to do if UBAC is returning to a proposal based model?
 - LouAnn maintains our website.
 - Chelle submits quarterly reports to the Finance and Administration Committee, that differs from the reporting time frame in the committee charge.
 - IR representative is still listed as being from the General Counsel's office.
 - Going forward we will have an IR and a rep from the General Counsel's office.
 - Chelle provided the updated member list: <https://wou.edu/utc/members/>

- Chelle Batchelor and/or Bill Kernan will find out what the UBAC process will this year because we may need to interface with them.
- Subcommittee updates (activities planned for the upcoming year)
 - Reporting
 - Membership declined and activities stalled last year
 - Need a co-chair and get a commitment from folks on the committee to participate
 - Have survey results and had started to identify areas they wanted to drill down on
 - Reconvene committee - Mike Baltzley will co-chair
 - Accessibility
 - Beginning to determine what they want to work on this year
 - Recruit staff interpreter to participate if
 - Training, resources, structures, & processes - parse out what to focus on so not spread too thin.
 - Stacey, Chelle, Michael Reis, and Lisa are on the committee.
 - Technology Action Plan
 - First half of the summer listening activities with units about technology infrastructure.
 - Last year compiled a list of software being used at WOU. Get an overview of the technology infrastructure at WOU.
 - Long term strategic plan with key operational units is a committee goal.
 - GZ asked if these are standing subcommittees. They are not. They will dissolve when the work is complete (e.g. Ellucian mobile subcommittee, LMS review subcommittee, Apple pilot subcommittee).
- UTAC goals for 2021-2022 academic year
 - Incorporate some of the subcommittee goals into the UTAC goals for the year.
 - Other goals? What might they be?
 - Work is done primarily in subcommittees, those groups vet/discuss outcomes with UTAC, and final recommendation is voted on and made by UTAC to the cabinet.
 - Goals:
 - Technology Plan Subcommittee Goals: Campus Tech Plan Goals: 1) Complete feedback sessions ; 2) develop vetted draft of technology survey; 3) complete edge scan (and summarization) of current technology infrastructure.
 - Reporting: get commitments from new committee members; finish analysis of the survey that was conducted last year; identify areas to drill down into.
 - Accessibility Subcommittee Goals: Would like UTAC to provide feedback before setting the committee's goals.
 - Stacey would like to know what we are seeing as needs or areas of focus.

- Michael Reis: Is there a formalized process that we can develop to evaluate technology from an accessibility perspective? UCS has good guidelines, convert that into a community approach that we all support.
- Chelle: broaden out into inclusivity. Names and identities are not consistently being represented across campus.
- Name Coach is something to investigate.
- Universal design approach for access is a big dream.
- Camila: Zoom voicemail can be forced to say your name correctly if you spell it phonetically.
- GZ: Does WOU have an accessibility advocate? Answer - no. Should we? What is the video captioning capacity at ODS? Delays? Are we checking them all? Answer - doing better than when we were strictly Zoom, there are still gaps, and timeliness struggles. Demand is not as high right now. Other public facing videos aren't captioned or accurately captioned.
- Organized effort to train/support faculty in captioning their content? We would like to have that but we do not have enough resources. Michael Reis pointed out that they provide some training and workshops for this. It is based on interest though. We don't have anything systematic.
- Michael Smith: Placement of the technology needs standards for remodels and new construction. Should UTAC address?
- Lisa: Part of what the subcommittee can do is articulate what the problems are and what is needed to fix it (more people power, services, etc...). Propose solutions.
- Chelle: accessibility is not clearly stated in the mission, vision, & values statement of the university. In its advisory role should UTAC recommend we add something of that type?
- Bill: we do have standards in buildings - new construction wireless in and outdoors, security cameras, cat6 cabling, etc... not necessarily accessibility focused though.
- Can someone from UCS present to UTAC re: what policies, practices, regulations are in place currently related to accessibility? Might be related to the design of a new space, purchasing contracts, web accessibility etc...
- Michael Reis: Danielle has developed web accessibility resources. Keep in mind we may already be meeting the need.
- Just being ADA compliant is not necessarily the goal. E.g. an ADA compliant building with doors too heavy for someone in a wheelchair to be able to open.
- Michael Smith: Resource limitations and variety of needs are challenging.
- Chelle: Universal design criteria for technology within the scope of UTAC.

- Steve: architects, insufficient budgets, etc...makes it all very complicated. A universal design standard may not work well because of the complexity of contracts, funding etc.. A guidance document for the designers and planners may be more functional and welcome so we do not start anew every time.
- Michael Reis: Universal design recognizes not everything is accessible to all people. We need to build a culture focused on making things as accessible as possible to as many people as possible. Mindset.
- GZ: Does ODS keep track of accessibility concerns? Stacey: Does not think so, but has notes on case-by-case issues. Is there an ROI in trying to identify patterns? Stacey will bring it up at their next staff meeting.
- Other goals?
 - None provided

UCS/Security Update

- None this month
- Thank you to Michael Ellis for his security work. Red Wolf 3. System he built blocked an Iranian password harvesting attempt.
- In tech enhanced classrooms 2016-2018 machines present problems in the time it was taking to start running and be usable. Modified timing of updates and stop reboots from 8-5. Ordered 105 solid state drives, will replace spinning drives with solid state, changes login time from 3-5 minutes to seconds. The rest will arrive next week and they will then begin installing them.
- Discovered that hardware acceleration was not turned on. Fixing that.
- Supply chain disruption is playing a role in getting equipment.
- After 2018 models that don't have solid state drives, will get them as well.

Subcommittee updates

- Covered earlier in agenda