

University Technology Advisory Committee

Western Oregon University

Minutes, January 22, 2022 | 1pm-2:30pm

[Zoom link](#)

Committee Attendees: Chelle Batchelor, Amy Clark, Heather Mercer, Jennifer Hansen, Mike Baltzley, Bill Kernan, [Camila Gabaldón](#), Dona Vasas, Stacey Rainey, [Robyn Lopez Melton](#), Steve Taylor

Guests: Gregory Zobel, Michael Ellis

Note Taker: Heather Mercer

***Begin Recording

- I. Approve Minutes from Prior meeting
- II. Reflect on Two Presentations from last time.
 - How might UTAC play role
 - Explore ways to enable UTAC to become more of a technology “hub” for campus. Awareness of what technologies are being used on campus and how they might intersect or overlap
 - Committee review of technologies to be implemented on campus
 - Structure for piloting new technology, then implementing
 - Facilitating outreach to stakeholder groups (eg, faculty, students)
 - Create a supportive vetting process for new technology on campus
 - Start out with one or two “test cases”
 - Align with UBAC proposal process, if/when it is reinstated
 - New thoughts

Bill - Implementations to help enrollment. Could we look at admitted students who hadn't used Portal yet. Reach out to them

New report was created and delivered to 5-6 different people on the enrollment committee to use the report to be able to reach students and enhance enrollment and retention

Is there a feedback loop? How could we ensure that students with identified barriers are getting connected with solutions.

Chelle - Should our group be involved in implementations of various implementations
Ex. Like with Canvas. This committee was part of the process and there was a subcommittee that assisted with review.

Could we create a review process, what would that look like? We would need to set a minimum number of users impacted (250?), implementation of things that will be widely used across campus. We would need to define our scope.

Could we recreate a document that or use one in place to track what technology is implemented across campus so that we are not utilizing

UCS has an inventory system (software and hardware) and purchases are supposed to come through UCS. The majority should be in the inventory system.

Jennifer - Ex. Virtual Interview. It's a free tool. Are others utilizing free tools and what are the limitations of certain things; how could we share them more broadly if we knew and tracked what others were using?

Similar meeting in accessibility subcommittee. We need to look at accessibility factors.

Next step? Put out a call for reporting on a Google Sheet? Could the subcommittee be tasked with this? (Fit into purview of subcommittee) Start with a list of what we know about. What was started previously: ([WOU Software](#))

Choose 2-4

Emphasize prioritizing things that are engaging students. Clear about what our focus is

Most accessibility lawsuits have been rooted in student lawsuits

III. UCS Updates

A. Banner Financial Aid

- Implementation has been started. In early stages. Cloud services and Ellucian Professional Services (Project Team)
- The Cloud treat has an instance installed in Non-prod. Financial Aid have been working with Ellucian Team in the beginning states of implementation
- Looking to Sept/Oct timeframe for Production

B. Web-time entry

- Rolled out to test instances - unclassified staff in Ana's area
- Banner Self Service - 9 Link is live in Portal
- Email will go to campus on Monday
- Grant staff next

IV. Security Update

- Notable Cyber incident this week. Started on 1/18/2022. Crypto miners are attacking servers around the world. Log4J Java applications use it to keep track of logs. It was

writing files on our VDI server. UCS Incident response plan was initiated to work through the issue. Attackers didn't get far enough to harm anything bad.

- Online backup server - restore server
- SOC was notified SLTT we have access to them to run tools and get additional details to prevent in future
- FBI cyber crime report (ic3.gov)
- SOPHOS did block program but Ellis is working to ensure we get notified if scripts are tried to be run
- Final take-a-ways . If you see something out of the ordinary please report it.
- Encourage co-workers to do trainings / stay alert
- Make sure antivirus is up to date at home and work

V. Subcommittee Updates

A. Reporting Needs and Tools

- Hoping to get a meeting together before the next UTAC steps from survey.

B. Technology Accessibility

- Met a few times. Realistic to get done: look at RFP process and catch accessibility and needs before purchases are made. Create web accessibility training before putting things online. Need another member on the subcommittee, get a hold of Stacey.

C. Technology Plan

- Meeting Monday to finalize rubric.