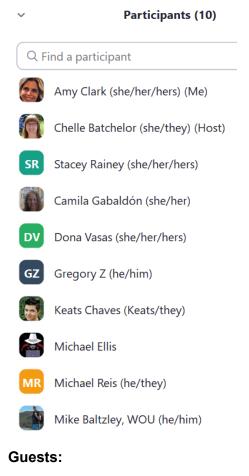# University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

December 2022 1pm-2:30pm

[Zoom link](#)

Committee Attendees:

⌄   **Participants (10)**

🔍 Find a participant

- Amy Clark (she/her/hers) (Me)
- Chelle Batchelor (she/they) (Host)
- **SR** Stacey Rainey (she/her/hers)
- Camila Gabaldón (she/her)
- **DV** Dona Vasas (she/her/hers)
- **GZ** Gregory Z (he/him)
- Keats Chaves (Keats/they)
- Michael Ellis
- **MR** Michael Reis (he/they)
- Mike Baltzley, WOU (he/him)

Guests:

Note Taker: Amy Clark

Agenda topics

UTAC Membership (20 min)

- What **groups** on campus need to be represented? Which **people/positions** work most closely with technology? OR Which people/positions don't work closely with technology?
- Membership based on technology-related roles
    - Ex officio membership
- At large membership (faculty and staff)

Notes:

Core components of representation - shared governance and technology linked roles (power users, significant tech dependencies, etc..).

Mike, do we need additional representatives from staff/faculty senate when we have representatives from those areas with the faculty programmer and staff such as from the Registrar's office. Recommend an up-to a certain number of representatives to shared governance groups.

Michael Reis, developing the charge and defining the purpose shapes membership.

UTAC Charge (30 min)

[Working document](#)

Here is what our revised charge says UTAC is charged to do:

- Serve as an advisory body for major technology projects (new buildings, campus-wide system implementation, etc), proposals for new technology systems, and financial-purchasing decisions.

Here is what our NWCCU accreditation report says UTAC is charge to do:

- "The University Technology Advisory Committee (UTAC) is an advisory committee charged with receiving, developing, and submitting recommendations related to the university technology systems and academic technologies that are aligned with WOU's strategic plan."

For discussion: Is the new language in our charge still aligned with what we reported to NWCCU? How does (or might?) UTAC serve in this advisory capacity? How are we (or might we be) made aware of projects, proposals and decisions?

Notes:

Mike Baltzley, Zoom and Canvas adoptions were very positive and UTAC's role was significant. Those were outcomes, but we lack process and understanding of what should be in our purview on an ongoing basis.

What should be routed through UTAC?

Greg Z. - scope of direct impact. Canvas/Zoom impacts everyone, that is relevant to UTAC.

Michael Reis - changes to core university software and things within a certain purchasing dollar threshold.

Camila - something that only impacts two departments can be worked out between them, but if the impact is greater in scope then UTAC has a role.

Recommend finishing the charge before getting into the weeds of how we insert ourselves in the process. When it is time to get into those details one consideration is that Marlee is running purchase through Michael Ellis for a cybersecurity audit. UTAC may able to use Marlee's review as a lever for inserting UTAC into these decisions. Recommend process mapping of campus to determine where the points are that UTAC can/should become involved.

Proceeded with discussion of edits to the charge and membership document. Changes captured in those edits and notes. Chelle is cleaning up the document and will bring it back to the group.

How do we normalize a standard operating procedure that leverages the strengths of this committee?

From May 2022:

Involving UTAC in decision-making: what are the characteristics of a technology project on campus that would trigger UTAC involvement?

- Has an impact beyond UCS operations
- Impacts multiple stakeholders or units on campus
- Is student-facing. Multiple stakeholders on campus are impacted by any student-facing technology project.

Discussion topic for next meeting: shifting to a student-centered approach

Subcommittee reports (5 min)

Just a check-in; have any subcommittees reconvened since summer?

Notes:

- Ellucian mobile is technically a subcommittee but not active unless needed

- Reporting needs subcommittee completed work last year - IR office meeting needs
- Technology plan subcommittee has not met this year. On hold while new strategic plan is being created.
- Accessibility subcommittee.. Stacey - their subcommittee has not met yet this year.

UCS Reports / Cybersecurity (20 min)

Michael Ellis - 20 minutes

Latest phishing scam, 10/25, had 2 employees that responded and provided usernames and passwords. They were able to login to portal. One employee had duo but accepted the push from Nigeria even and the other employee did not have duo. Access used to spam the entire university. They had to disable accounts, delete the spam, and reset passwords. This was a 100% preventable attack. Take training and get your staff to be trained. Michael Reis is willing to engage his unit in helping to build training through Canvas. Michael Ellis can run reports regarding who has and has not taken training. He does that on request at this time. Chelle suggested the possibility of a cybersecurity town hall to raise awareness.