

University Technology Advisory Committee

Western Oregon University

Meeting Agenda, October 2022 1pm-2:30pm

[Zoom link](#)

Note Taker: Mike B

Attendees: Bill, Chelle Michael Reis, GZ, Michael Ellis, Jennifer, Camila, Amy, Keats, Michael Baltzley

[Approve May meeting minutes](#)

Agenda topics

Elect co-chair

Bill's role as co-chair is ongoing, Chelle's role as co-chair is appointed by the committee

Nominations - Chelle has volunteered to stay one more year; no other nominees

Vote – **Unanimously approved**

Debrief on [meeting with President Peters](#) (10min)

- Committee should be student centered
- Concerns about the WOU website, how students find what they are looking for (eg, class schedule) and look & feel (lack of consistency between departments)
- **UTAC is advisory to President**
- **Meeting with President Peters**
 - **Maybe more effective with smaller committee?**
 - **Found navigating WOU website difficult to navigate**
 - **Should be arranged for student perspective**
 - **Had some suggestions for class schedule—maximum of 2 clicks from homepage**
 - **UTAC should identify big issues on technology**
 - **Advisory and advocacy role**
 - **Is advocacy role in conflict with smaller committee?**
 - **Will Jesse give us new charge, or do we do that ourselves?**
 - **Chelle has taken a first crack at incorporating Jesse's thoughts into our charge**

- How would a shift in our role impact our processes? What do we address and when? To whom and when do we report/advocate/advise?
- Example of how this committee could provide big-picture advice is making WOU website better meet accessibility requirements
- Informational public presentations on specific topics? Presentations by UTAC and/or presentations to UTAC

Committee Charge, Membership, Governance (30min)

- Governance
 - Question from Chelle: do we need to wait until the next meeting to approve minutes?
 - **Suggestion: If notes are in real-time, no need for formal approval**
 - **Can still request changes if there's not time for review**
 - Notetaker will send out notes for final review
 - Comments should be back in 48 hrs
 - Do we want to continue fully on Zoom, or do folks want to go back to hybrid meetings (some in person, some on Zoom)?
 - **General preference for Zoom, will continue that way**
- [Charge](#)
 - Redefining UTAC members as ambassadors as well as advisors
 - Not just advisory for tech systems, but tech environments (eg, WOU web)
 - **Specific current need–Accessibility subcommittee input on our web site**
 - **Chelle offered to make edits outside of UTAC meeting time**
 - **Committee can make edits on Google doc**
- Membership
 - Membership as defined in the [charge](#) is outdated.
 - Here is what we have in our [internal tracking sheet from 2021](#).
 - How might we redefine membership?
 - **Breadth of membership is a strength, as is having subcommittee members who are not part of UTAC**
 - **Original charge structured membership by VPs**
 - **Some VP roles have changed**
 - **Can we structure membership based on who people work with on campus?**
 - **Student membership on committee**
 - **Get ASWOU opinions–do UTAC meetings provide a useful channel of communication? Is it better to reach out to students with specific questions? Surveys? Public comment periods?**

- Can use different strategies depending on the issue, but general consensus that a standing student member isn't most effective
 - Should we write student outreach into our charge, rather than a standing committee member?
 - UTAC subcommittee focused on student outreach and input?
- Need faculty representation, Registrar representation
- Specific representation for ODS for accessibility perspective?
- Who has central roles even if they're not directly connected to the technology
- 1. Cover key roles, 2. Think about campus coverage and address gaps with ad hoc membership
- Should UCS director, AI, etc. be *ex-officio* so they support the committee rather than drive it?

Goals for the upcoming year (20 min)

- Accessibility
 - WCAG Compliance
 - Free [digital accessibility training](#) opportunity
 - Accessibility Subcommittee: establish guidelines for reviewing technology for accessibility during the purchasing process. Or, if guidelines already exist, review them for currency with best practices in higher education.
 - **Used to get regular reports on website accessibility, also have used screen reader in the past**
 - **Currently 80% compliant with accessibility standards**
 - Public-facing, doesn't include Portal
 - **Considering vendors who provide accessibility options, but \$\$\$\$**
 - Identifying key items that might make vendor cost reasonable, WOU deals with the rest in-house
 - **Bill, Danielle, and Malissa will be presenting options to President's cabinet**
 - Would like input from UTAC Accessibility Subcommittee
 - **UTAC Accessibility Subcommittee worked with Danielle last year to create trainings**
 - **Should Accessibility be UTAC's primary focus?**
 - ****Bill will reach out about taskforce related to current accessibility website issues**
 - ****Chelle and Stacey will work together about opportunity through OpenOregon to get training and guidance for a campus accessibility plan**
 - **Do we need a website subcommittee?**
 - Include Paula as *ex officio*? MarCom controls WOU homepage

- Our goals from May

- UTAC: develop a process for involving UTAC in technology projects on campus. See [May 2022 minutes](#) for details.
- Tech Plan: need a separate meeting with Dr. Peters to better understand his vision for this?
- Goals from President Peters:
 - Streamlining costs (eg, why both Google and Microsoft?)
 - Moving to more paperless processes
 - Website review / coordination / look and feel / student perspective

UCS Updates (30 min, starting at 2pm)

- Blue Phones
- Cybersecurity
 - **Michael Ellis presentation**
 - **WOU is more prepared for cybersecurity than higher ed peers, but cybersecurity threats are ongoing and we still have holes**
 - **Higher ed is an open environment with lots of users, lots of software, lots of hardware under individual control**
 - **If WOU could do one thing to improve security, it would be for all students and employees to do the trainings and take them seriously**
- **Can UTAC play a role in advocating for training?**