University Technology Advisory Committee

Western Oregon University

Meeting Minutes

June 9 2023, 1:15pm-2:30pm

Committee Attendees: Chelle Batchelor; Michael Ellis; Amy Clark; Greg Zobel; Jennifer Hansen; Camila Gabaldon; Keats Chaves

Guests: Data Integrity Group, Banner Functional Core Coordinators - Samantha Brubaker; Georgia Armitage; Mike Soukup; Kristen Kreskey; Pamela Farr

Notetaker: Stacey Rainey

[Notes from May meeting](#)

Agenda

Vote for 3rd Chair

- Nominees - Amy Clark
- Committee vote - committee voted yes for Amy as third chairperson for UTAC
  - After June 17th, the tri-chair folks will meet to discuss the plans going forward

Committee Membership

- Don't currently have a rotation or term for the committee members. If you haven't let Chelle know that you want to step off, please let her know. We will start recruiting as soon as possible for the fall.
  - Question: for the tri-chair model, is that a permanent appointment or will folks swap out after a certain amount of time? UTAC chairs will serve for three year terms.
  - Two of the chair roles are tied to their job duties as opposed to nominations
  - From faculty perspective, I'm not sure when LAS makes their choices of what committees folks will serve on but would be good to put out the call now as well as early September. So folks have it on their radar before they are appointed to various committees within their respective areas.
  - It as mentioned at the Faculty Senate meeting but it was ambiguous so Camila will reinforce to him that we still have a need for a faculty member on the committee
  - Need to formalize a three-year rotation of committee members but being mindful of staggering of committee folks

- ○ Tri-chairs will discuss the need for terms of membership timeline and work on making something official
- This is the last meeting of the 2022 - 2023 academic year. Next meeting will be Fall 2023. Discussion of when our first UTAC meeting will be for the upcoming academic year. Look at Faculty In-Service week and maybe meet earlier in the week? Perhaps last Friday in September or maybe first week of October. Using Google Group and ensuring everyone has a calendar invites for the meetings.
- Most faculty decide what committees they will be on during spring term, but some decide during fall. Reach out to faculty as soon as possible to recruit members.

Discussion: DIG and BFCC joining UTAC

[UTAC charge and membership structure](#)

Background: While the University Technology Advisory Committee was revising their charge, members of the Data Integrity Group (DIG) and Banner Functional Core Coordinators (BFCC) who serve on UTAC suggested that it might make be helpful for DIG and BFCC to become a standing subcommittee of UTAC. This would formally bring these groups into WOU's shared governance structure, in which UTAC reports to the President, is represented on University Council, and is supported by Ana Karaman as our Senior Leadership Sponsor.

Functionally this would mean that DIG and BFCC would each be asked to have one member of their group serve on UTAC. Currently we have a fair amount of cross-over between those groups and UTAC.

- Introductions of UTAC members to guest speakers
- Structure
  - ○ Need to improve campus systems for technology on campus holistically. Reviewed UTAC's charge and needing to be more "plugged in" and how does UTAC know when we should become involved in something. For example, if there is a major technology change/project happening on campus, then UTAC can come together to talk about technology and serving our students.
  - ○ Not thinking it would be a large time commitment for DIG and BFCC on UTAC but have a representative from those groups and that person can rely information to their respective groups
  - ○ Having insight, coordination, communication across groups so folks know what is happening in those areas
  - ○ Keeping the space informal to keep those nitty gritty conversations viable instead of big pictures.
  - ○ Curious what that role would be for DIG and BFCC members? Some overlap between the groups so keeping those long lines of communication open of campus technology and how it impacts our students

- University communication structure - for improvement campus wide communication. Silos still exist so how to reduce those silos.
- DIG meets before UTAC as that would be helpful (i.e. DIG chair to join September 15th)
- What kinds of questions would UTAC bring to DIG? One example would be cell phone numbers and WOU doesn't have a texting policy.
- Chelle to send an email to the group to see how to move forward with DIG and or BFCC representation. Try this out for the upcoming year. We already have the cross-over representation of the groups; ask for a short report from the groups to update UTAC.
- If something comes up with University Council then Chelle would get information from that group as well.

- We lack a texting/cell phone policy - we need to put that upfront to tackle this issue. There are FCC requirements on how cell phones are being used - if we start SMS students about all the things - they will stop using it. UTAC has a real opportunity and guidance of texting with students. Having some real group thought and a future agenda item.
- For future meetings, will bring the cyber process audit but bring it to legal, then legal brings it to michael then back to legal. Michael will start bringing those technologies to the UTAC and maybe even a checklist to UTAC before moving forward with purchasing. Depending what it is, UTAC can be more involved.
- Before policy is created, having students (5 - 25) be involved with creating those policies. Perhaps an FYS class? A survey or something in person?
- Not sure if we have anything regarding accessibility for procurement processes of technology, so need to have this conversation before making things formalized
    - Michael Ellis to reach out to Stacey to discuss this - another good person would be Sue Kunda and her team of folks and what they learned on digital platforms of technology
    - Oftentimes, departments don't have someone who is knowledgeable in the area of disability/accessibility but there are many web editors on campus
    - Having students who self identify as someone with a disability who could do testing on those technologies - team up ODS and UCS - to look at this. Utilize the expertise of students and their feedback.
- UTAC coming up with contractual or standardized language of ADA requirements for software, where applicable
- Michael will send his cyber audits for review at first meeting
    - Create a form/process
    - Communication strategy/policy
    - Digital accessibility

- Planning for future FYS classes (GZ) - incorporating input and feedback from students to make sure we are creating and sustaining those technologies in a helpful way. Reach out to Leanne Merrill in advance when the call for FYS comes out to campus