University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

1/19/2024

Zoom Link

Committee Attendees:

Membership Roster

Guests: Nathan Sauer, Grant Harris

Notetaker: Chelle/Amy/Tom

Minutes from previous meeting

December email update

Agenda

* Turn on AI Summary and recording *

Items Returning to Agenda

- Computer Labs & Classrooms (guest: Nathan) - postponed until February

New Agenda items

- Introductions
- UCS 18 month Themes and Goals (Tom)
    - Created list of projects working on or want to work on in next 18 months (project = more than 4 hours a week to work on; take significant time and coordination).

	F	G	H	I	
	Examples			Effort	
	Example Small - 1 person < 5hrs/wk: upgrade			5	
	Example Medium - 2 people 20 hrs FTE /wk:			20	
	Example Large - 2+ people 20 - 40 hrs FTE/wk:			40	
	Example Huge - 4 people over 40 hrs FTE/wk:			80	

- ○
  - ○ There are 56 planned projects UCS will work on. Remainder on hold for various reasons (aspirational but not necessary, etc..).
  - ○ Have a timeline chart to identify when projects are scheduled to start and how long in days it is planned to take.
  - ○ For UTAC Tom has aligned projects to the themes shared with UTAC and made them a bit easier to read for us.
  - ○ UTAC uses this to know what is being worked on. What our resources allow.
  - ○ Need a consistent strategic way to request/add/prioritize new projects/requests. New technology requests are part of UTAC's charge. How do we build that out and incorporate it with UCS's planning. One option is through a UCS ticketing system. Ticket is submitted to create and that comes to UTAC.
  - ○ The spreadsheet is a high level representation of the work.
  - ○ We need to coordinate with individuals to coordinate what work needs to be done and when. There is a need to coordinate effectively with users to incorporate testing and other project work in a way that accounts for their daily work and unit projects not represented in this list.
- ● Experience Content Strategy Workshop (Kolis)
  - ○ how to implement and roll out Experience as a WolfWeb sequel.
  - ○ Select workshop dates and attendees
  - ○ Experience premium will be the new interface to Wolf Web. WOU has to move to the new version of self-service. Current attempts to use the baseline product haven't worked. We are investing in premium and these workshops will help us learn how to use it.
  - ○ Premium may replace the portal which is how campus access almost all technology. UTAC can help in this roll out so it is helpful for UTAC members to attend the training if possible.
  - ○ Kolis will send another meeting and share what time commitment information he has.
- ● Student Mobile Environment Subcommittee (Tom)
  - ○ Experience premium will replace myWOU. Should we use the Ellucian tool?
  - ○ Reviewed the charge for a potential new UTAC subcommittee for mobile environments.
  - ○ We will form the subcommittee. Camila is on the subcommittee. Amy will find someone from Registrar. Encouraged others to volunteer or go back to their

teams and ask for someone to serve. Not everyone is present, so Tom will email UTAC to ask for participants.

Standing Agenda Items

Subcommittee reports

- University Names Policy: written update from Amy Clark
  - Meet 12/12/23
  - [Meeting Transcript](#) & [Meeting Recording](#)
  - Highlights:
    - Reviewed the charge and sample process maps.
    - Discussed different methods for developing process maps or lists of jobs and processes that may be impacted.
    - Kolis pulled a list of jobs run in the last two-years to assist in the process.
    - The proposed timeline for reporting our results to UTAC was between late February to mid-March 2024. Citing staffing and workload, Heather, Kella, Jamie, & Julie requested mid-April.
    - Evan and I offered to seek resources (interns, temporary staff, etc..) to help do this work and invited members to reach out to us with requests.
- Accessibility
- DIG - due to weather has not met.

New technology requests

What will this process be?
Sean Rouch mentioned that Adobe sign has not been working for several months. Sean will reach out to John Rushing in UCS.

Top-priority UCS projects

- UCS 18 month Themes and Goals

Experience Content Strategy Workshop