University Technology Committee | University of Wisconsin-Whitewater
Wednesday, October 30th, 2019 | 1pm to 2pm | Hyer 142

Matt Aschenbrener X	Nicole Weber X	Karen Brueggeman X
Katrina Granberg X	Elizabeth Watson X	Kris Curran
Paul Waelchli X	Bob Mertens X	Robert Schramm X
Todd Carothers X	Patty Fragola X	Elena Pokot X
Hunter Little	Dane Seckar-Anderson X	Sara Deschner X
Mary Acuna X		

Minutes

1. **Review September 24th, 2019 meeting minutes** (handout)

Minutes were reviewed and approved.

2. **Introduce Mary Acuna**

Elena introduced Mary Acuna, the new Customer Operations Manager for ICIT. Mary's responsibilities will include:

- Manage relationships with internal customers to ensure that ICIT enables them to use technology in the most effective and efficient manner. Serve as a customer advocate in ICIT planning processes.
- Ensure adherence to ITIL guidelines, assure ICIT customer support processes are executed effectively and efficiently.
- Develop ICIT policies, procedures and guidelines. Facilitate development of Service Catalog SLAs and SLOs.
- Act as a liaison to Rock Campus.

3. **LTC Update** (handout)

Nicole Weber gave a quick LTC update.

Canvas

Updates

- 100% of for-credit courses that are using a learning management system are in Canvas.

D2L Retirement

- D2L courses will be set to read-only on January 17, 2020.

- On January 17, 2020 we will also be removing D2L from the campus website to make things less confusing for students. D2L can still be accessed by going to https://uww.edu/desire2learn.
- D2L student activity (e.g., content, discussions, grades, quizzes, etc.) exports are available by request.
- UW-System will be removing access to D2L in June 1, 2020.

Reminders

- Have course sites in D2L that you are using for purposes other than for-credit courses? Use this form to request a Canvas ongoing course.
- Make sure to migrate materials to Canvas for courses that may not be taught less frequently. Follow this guide for migrating materials.

Upcoming Training

- Canvas Open Lab (Tuesday, November 5 from 1:00-3:00pm in McGraw 19C)
- Canvas and Webex (Monday, November 18 from 9:00-10:00am in McGraw 19C)

Instructional Development

LEARN/LTC Collaborative Series: Humanizing Your Courses
- Human-Centered Course Design (Tuesday, November 12 from 12:00-1:15pm)
- Register at: http://signup.uww.edu

Exploring Online Tools for Graduate Design
- Effective Communications (Monday, November 11 from 9:00-10:00am in McGraw 19A)
- Video Best Practices and Applications (Monday, November 25 from 9:00-10:00am in McGraw 19A)
- Register at: http://signup.uww.edu

Celebrating Teaching and Learning Conference
- Save the Date – Wednesday, May 20, 2020

Technology Training

Upcoming Trainings
- Google Apps for Education (Tuesday, November 5 from 2:00-3:00pm in McGraw 112)
- Webex Teams for Non-Academic Departments and Administrative Staff (Wednesday, November 13 from 9:00-10:00am in McGraw 112)
- Ingeniux: Web Content Management (Monday, December 2 from 10:00am-11:00am in McGraw 19A)

4. IT Security

a. Security Assessment (handout)

Elena Pokot gave a summary of the independent IT security assessment. This assessment came in part from the 2017 UWSA initiatives and the internal audit. Each campus went through the security assessment, providing documents, giving interviews and hosting an on-campus visit. The assessment looked at our strengths as well as giving recommendations for changes and improvements. The noted

strengths of UW-W were the network design and change management system. Elena continued and shared a few of the high-priority recommendations including, local admin privileges, full disk encryption, and third-party software patching.

Mary Acuna asked if there were other recommendations. Elena added that an additional recommendation was physical security measures for high-risk data locations such as the Registrar's and Financial Office among others. Mary asked if the compliance officer would be able to address this? Elena explained that conversations need to happen with compliance and possibly the Police to get these measures in place. Elena also recommended that all university leadership should have security responsibilities listed in their PDs. Sara Deschner asked if the assessment was OK with how UW-W currently patches its academic software? Elena said that they were not and they want us to do more. If there is a patch available, they want us to apply it as soon as possible. Elena told the group that she will be preparing a plan to respond to these recommendations and provide the group with an update.

Elena concluded the security portion by reminding the group that yearly security training will be taken over by HR beginning in early 2020. The training will be centrally designed, and will no longer by maintained by ICIT. Communication plans are being worked on at this time.

5. Fluid Completion

Elena gave a quick summary on the Fluid update for WINS. She was happy to report that the environment was updated with minimal issues and that the project was a huge effort by her team and many other areas on campus. She asked Katrina (student representative) for some feedback. Katrina told that group that the Fluid interface is much easier to use and navigate. Katrina recently went on WINS to pay a bill and found it simple to do. Elena added that in addition to the new tile interface, her team was also able to implement student guides into WINS. The next step of the Fluid upgrade is to finish the mobile version. This will eventually replace WINS mobile.

Bob Schramm and Bob Mertens asked if it would be possible for advisors to get "student view" access to WINS. This will help their staff when working with students over the phone. Elena will follow up. They also stressed the importance of making the notes system more efficient. Elizabeth Watson added that EAB will most likely address the notes issue once it is in place.

6. Accessible Software Purchasing Guidelines and Best Practices (handout)

Elizabeth Watson gave a quick overview of the Accessible Software Purchasing Guideline and Best Practices. She obtained a new draft as of October 29th, which outlines 5 specific data criteria, including the VPAT. She continued by talking about the issues Harvard is facing regarding litigation because of their non-compliance with software accessibility. A precedent is being set, which means that we need to get this in force sooner rather than later.

Going forward, faculty and staff need to be aware of these guidelines with regards to procurement. Those requesting software are now responsible for going through these steps to assure accessibility standards are met. Bob Mertens asked what this means for backwards compatibility and subscriptions. Elizabeth explained that backwards compatibility will depend on each situation, and that subscriptions are through the library and Open Education Resources.

Elena said that the next steps will be for Elizabeth and her to put together a concise set of questions to identify what the purchaser and vendor are each responsible. They will also need to address subscription licenses. The main concern is to be proactive and get ahead of these changes. The plan is to streamline the questionnaire, add the VPAT, and have a draft in the next few months.

7. UW-Whitewater App Update

Elena gave a quick update on the UW-W app. Groups on campus are now using the app to coordinate multi-day events such as Homecoming and the Diversity Forum. The Canvas assignment integration is nearly complete and will be announced once it is finished.

Anything else?

Next Meeting:
November 20th.