University Technology Committee | University of Wisconsin-Whitewater

Thursday, April 23rd, 2020 | 1pm to 2pm | Hyer 142

Matt Aschenbrener	Nicole Weber X	Karen Brueggeman X
Max Servais X	Elizabeth Watson X	Kris Curran X
Paul Waelchli X	Bob Mertens	Robert Schramm X
Taryn Carothers	Patty Fragola	Elena Pokot
Mary Acuna X	Dane Seckar-Anderson X	Sara Deschner X
Alex Ostermann X	Kevin Potter	

Minutes

1. **Review March 19th, 2020 meeting minutes** (handout)

Minutes were reviewed and approved.

2. **LTC Update** (handout)

Nicole Weber gave the LTC update to the committee:

Remote Teaching

- By the Numbers
    - Over 100 additional Canvas course sites were published between 3/17/20 and 4/13/20.
    - Between 3/18/20 and 4/19/20 over 3500 videos have been added to our video platforms.
    - Since 3/16/20 the LTC has offered 33 workshops to support instructors prepare for a support remote teaching.

- Teaching Talk
    - The LTC and LEARN will be continuing their "Teaching Talk" webinar series on Friday, April 24 from 1-2pm in Webex. This week we'll be giving some quick tips around grading and feedback in remote teaching, as well as asking instructors to share their strategies about what is working for them. If you haven't joined us yet, please consider it! If you're unable to join us, we also place the recording on the Remote Teaching website for later viewing. Next week (Friday, May 1), we'll turn our attention to reflecting on what we have all learned this semester and to brainstorm how we can plan for the unknown as the fall semester mode of delivery has not yet been decided.

- Remote Teaching Site
  - o The remote teaching site was recently updated to include a "Why Webex" section that has updated info and documentation on Webex. Additionally there was as section added that is dedicated to remote teaching assessment. This section provides helpful tips and resources for assessing students during remote teaching and learning.

- D2L Retirement
  - o All information you would like to keep **must be exported out of D2L before June 1st, 2020**. Whether it's an old for-credit based course, or an ongoing course – make sure all material is backed up. Once our access is removed, we will not have any way to obtain this data.

- Celebrating Teaching and Learning Conference
  - o The 2020 CTL Conference has been cancelled. Nicole thanked those who submitted proposals, and said they plan to hold the conference again in 2021.

Remote Work

- By the Numbers
  - o Since 3/16/20 the LTC has offered 15 trainings to prepare staff for remote work.
  - o Since 3/23 the campus has conducted 13,463 meetings in Webex Meetings for a total of almost 600,000 meeting minutes with 1265 unique hosts and over 57,000 participants.

- Virtual Meetings Quick Tips
  - o If you find yourself having audio issues, remember that you can try turning off your video to reduce bandwidth. If that doesn't work try using the toll-free call-in information in the invite to connect via phone for audio. Also, if you have a hard-wired connection, use it!
  - o Many articles online are talking about being "virtual-meeting-ed out." While Webex is a wonderful tool for holding virtual meetings, you may want to think about the best way to accomplish your tasks in the remote work environment. For example, instead of larger staff meetings the LTC uses short 15-minute check-ins 3 days a week on [Webex Meetings](#) for items that need the sychronocity (e.g., discussion or collaborative troubleshooting) and the rest is filled in with [Webex Teams instant messaging](#) in spaces related to topics.

- Webex FAQ
  - o We've heard that a lot of folks are using the [transcription feature in Webex](#), which is great! Webex Meetings that are recorded will automatically have a transcript created if they are recorded in the cloud (note: automatic transcriptions are not available if you record to your computer).

3. **Connect IT** (handout)

Dane Seckar-Anderson went over the latest issue of Connect IT with the committee. This month's topics included:

- Webex Meetings

- LTC Updates
- Parking Lot Wi-Fi
- IT Security Updates
- Cisco Jabber

Dane asked the group for feedback and will plan to publish newsletter on Friday.

4. **UWSA Authentication Policy Compliance**
   a. **Password Length**

Elena Pokot gave a quick update on the password length policy moving to 14 characters. Alex Ostermann asked how this will affect shared accounts. Elena said that shared accounts are also affected, but this issue can be solved as shared account access transfer to individual Net-IDs. Kris Curran asked why there are no email notifications for expiring passwords on a shared account? Elena explained that there used to be notifications and that she will look into it.

   b. **(NEW) Security Awareness Training => Shared Services – June?** (handout)

Elena gave a reminder to the committee that Security Awareness Training will transition to Shared Services beginning in June. Asked the committee to remind everyone to take training before then if possible. Matt Aschenbrener asked if ICIT could contact supervisors of any individuals who are past due. Dane Seckar-Anderson will follow up with those supervisors.

   c. **(NEW) Authentication Policy – document campus affiliation (HR)** (handout)

Elena gave a quick update on the new UWSA Authentication Policy. ICIT along with HR has created a process to track credentials for alumni and emeriti who wish to keep their account and remain affiliated with the university. HR will inform those retiring, and if they want to keep their account active, they will have to acknowledge and complete annual security awareness training. Elena asked the committee to review both the policy and procedure and report back.

5. **Workstation OS Upgrades** (handout)

Elena gave the group an update on the OS upgrades. The ICIT team is working hard to transition all computers to supported versions. Here are the current numbers:
   - MacOS Supported Versions – High Sierra, Mojave, Catalina
     - Yosemite – 1

- El Capitan – 22
- Sierra – 61
- High Sierra – 67
- Mojave – 665
- Catalina – 34
- Windows 10 (All Builds) – 3,562
- Windows 7 – 163

Anything else?

The group said thank you to Alex Ostermann as this may be his final UTC meeting.

Next Meeting:

May 21st, 2020