



## University Technology Committee | University of Wisconsin-Whitewater

Thursday, May 21st, 2020 | 1pm to 2pm | Hyer 142

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

# Minutes

### 1. Review April 23rd, 2020 meeting minutes (handout)

Elena Pokot began them meeting by thanking everyone on the committee for their hard work and finishing the semester. The previous meeting's minutes were reviewed and approved.

### 2. LTC Remote Campus Report (handout)

Elena Pokot gave a summary on the LTC plans for the summer. The Online and Blended Institute is expected to continue with approximately 25 instructors. ICIT is currently working on funding as there is not stipend at this time.

Per the Provost's request to reach as many faculty and instructional staff this summer, LTC and LEARN are working to put together an asynchronous course with the hope that at least 33 faculty/instructors sign up. The goal is to have at least half of those individuals then use the knowledge and apply it to their own courses. LTC and LEARN are applying for external funding and are also looking for feedback from all colleges to help ID the proper set of tools for quality online delivery.

Matt Aschenbrener explained that one of the proposals will be identifying the 80 largest courses, and then possibly move them online next Fall. Elena said that she has not seen the list of those courses yet, and would follow up with the group.



Elena continued and offered the idea that there may be a mix of on-campus and remote courses. This would allow for synchronous delivery. An additional proposal would be to video-enable some classrooms for mixed instruction. This is all unknown for now, but everyone is preparing for each scenario.

### **3. Connect IT** (handout)

Dane Seckar-Anderson went over the current issue of the Connect IT newsletter. The topics for this month covered:

- Thank You From ICIT
- LTC Updates
- 2020 Cisco/Presidio Teaching with Technology Honorarium
- Security Awareness Training Update
- Office 2019
- ServiceNow Launch

### **4. UWSA Authentication Policy Compliance**

#### **a. Shared Accounts – Password Notifications?**

Elena addressed Kris Curran's question from last meeting about password notifications for shared accounts. The current process is still in place, however, sometimes the emails are sent to individuals who are no longer with UW-W. Elena told the group to contact Chris Skrandzius in ICIT and he was update these accounts.

#### **b. Security Awareness Training => Shared Services => Past due reminders sent**

Per Matt Aschenbrener's request from last meeting, Dane sent reminder emails to all supervisors who had employees that were past due on their Security training.

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

Elena gave an update on the new Authentication Policy and Procedure regarding how to maintain affiliation (and keep a UW-W account active) with the University upon retirement. Elena went over the checklist for supervisors. Paul Waelchli asked if it was possible to include links about G:Drive requests as well as for a timetable of when a supervisor would receive the checklist. Elena explained that ICIT will link this document to the website, and will send out to supervisors before HR. Paul also suggested giving this to Gina Elmore in HR as part of her employee training.



Paul asked for clarification on the supervisor checklist, wanting to know if it was more of a guideline to follow rather than something that would be enforced. Elena explained that the majority of this checklist is outlining best practices for departing employees, but similar to other policies, it should not be violated. Paul appreciated the clarification, and said that this checklist would be helpful. He added that it is also important to consider how this is rolled out, explaining that this is a benefit to supervisors, and should be communicated as a positive so nobody feels pressured or overwhelmed. Elena agreed, and said that she will add this to the memo when it goes out to the supervisors.

Karen Brueggeman asked which hardware would need to be turned in as part of this checklist, desktops, monitors, etc? Elena explained that the main issues that needs to be addressed is the reimaging of the computers. This helps guard against giving out an older computer with any confidential data still on it, a ServiceNow ticket would be the best route for this. Karen explained that her department typically rotates and then reimages their computers, she asked if this could be added to the checklist. Elena agreed, and will add it. Finally, Elena asked the committee to review the items on the list, and give her any feedback prior to the next meeting.

#### **5. ServiceNow Rollout** (handout)

Mary Acuna went through the front-end rollout of ServiceNow coming in June. ServiceNow is replacing HPSM as the Help Desk Support and Service catalog for UW-Whitewater. The new portal will be more intuitive and user-friendly. ServiceNow will also make it easier for individuals to go in a find what they need. All current links on the UW-W website for HPSM now point to ServiceNow. Mary will provide more information as ServiceNow is rolled out.

#### **6. Involvio Upgrade** (handout)

Dane Seckar-Anderson gave a brief summary on the new Involvio Upgrade. The app upgrade has updated the look and feel to be more modern and user-friendly. UW-W is currently using the new design for Remote Orientation for the May 29th SOAR. In addition, the upgrade is necessary for future enhancements, including an updated push notification system and an Emergency Safety Button.

#### **7. Office 2019 Update**



Elena gave the group a quick summary on the Office 2019 rollout. This will be for both Macs and PCs.

- Labs and classrooms will be addressed in the Fall.
- Office computers will be able to upgrade in May with a mandatory push in July.
- Office 2016 support with end in the Fall.

**Anything else/Next Meeting?**

**June 25<sup>th</sup>, 2020.**