



## University Technology Committee | University of Wisconsin-Whitewater

Thursday, June 25th, 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 X	Robert Schramm
Taryn Carothers	Patty Fragola x	Elena Pokot x
Mary Acuna x	Dane Seckar-Anderson x	Sara Deschner x
Kevin Potter		

# Minutes

## 1. Review May 21<sup>st</sup>, 2020 meeting minutes (handout)

The minutes were reviewed and approved.

## 2. LTC Update (handout)

Elena Pokot went over the LTC update with the committee. The LTC will be holding several workshops and training events over the summer, with the goal to offer as many professional development opportunities as possible. The Chancellor has also recently supported additional video-enabled classrooms on campus, this will allow for additional synchronous instruction options for more instructors. The goal of these classrooms is to minimize any type of setup for instructors when it comes to microphones or cameras. Ideally, they are able to walk into the room after a previous class, and seamlessly start their own instruction to both remote and in-person students.

Sara Deschner asked if there is anything that can be done regarding closed captioning for hearing impaired students when it comes to the video-enabled classrooms. Elena said that she can follow up to see if there is a solution.

Kris Curran told the group that she has put her classes fully online in order to prepare for sick students, she would recommend that all instructors at least put their exams online as a start.



### 3. UWSA Authentication Policy Compliance

#### a. **Employee Off Boarding** (handout)

Elena thanked the group for their feedback on the Employees Off-boarding Policy/Procedure. She shared feedback from the Deans with the committee, and explained that the next steps will be to place this on the website and HR pages. Post UTC meeting follow up, process was approved by executive tier. The practice directive is being developed for approval by chancellor's cabinet before going out.

#### b. **Google Data Storage** (handout)

Elena went over the current initiative regarding high-risk data detection in Google. The tool in place (Cloudlock) recently discovered a few documents that contain high-risk data which are currently stored in Google. ICIT is working to create a procedure to alert those and future individuals and help them store high-risk data in the correct place. Elena asked the group for feedback on this issue. Paul Waelchli asked if the only high-risk data being detected are SSNs. Elena let him know that there are other types of high-risk data such as driver's licenses and credit card numbers that will also be detected. The plan is to create an email template that will be tailored to the specific type of high-risk data, and will be sent out to the user upon its detection in Google. Paul suggested creating a communication to campus to let people know that this will be happening, so that individuals can better understand what high-risk data is, and how they can properly store it. Elena agreed and suggested that this announcement be put in the next ICIT newsletter.

#### c. **Confidentiality Statement** (handout)

Elena gave a quick summary regarding access to high-risk data through MFA. The understanding is, if someone has access to high-risk data using MFA, they should not be disclosing that data to those who do not have MFA. It was discovered that employees are sharing high-risk data that must be accessed through MFA with others which is not the intent of the MFA restrictions. This proposed Confidentiality statement goes over those positions and policies. Elena asked the committee for any feedback.

Kris Curran asked if everyone with MFA access will have to re-authenticate once this statement is in place. Elizabeth Watson suggested creating a Qualtrics survey for existing MFA users so they can view and accept the new agreement. Sara Deschner asked if there is a violation, what will be in place to make sure people remain compliant with the new agreement. Elena explained that if MFA data needs to be shared, then those users will need to sign the agreement



as well. Elizabeth Watson added that the proposed Qualtrics survey can be also used as a mini IRB form to help gather data if students need. This process can also help with the confidentiality agreement when students are doing research. A question needs to be asked, do you plan to use data obtained in the Qualtrics survey for outside research. This would look for redundancies for the current IRB form.

Elena agreed and noted that this will help get access to those who actually need it. Elena will follow up with the necessary people and start work on the process.

**i. MFA Authorization Policy & Form** (handout)

#### **4. ServiceNow Rollout Update**

Mary Acuna gave a quick update on the ServiceNow launch. ServiceNow was rolled out on June 8<sup>th</sup>, since then, 158 Self-Service submissions (about a third of total submissions). ServiceNow will be continuously updated in order to provide the easiest path for users to get service or support. ICIT will be promoting awareness of the portal during Welcome Back Week as well. Mary concluded by saying there are still some items in HPSM, these will be worked in the old system until they are closed. Patty Fragola asked if there was a way to access HPSM. Mary said she would send the link to Patty.

#### **5. Involvio Update**

Elena gave the committee an update regarding the UW-W app. As students are coming back, many mobile vendors are engaging universities to help with the transition. Involvio has offered UW-W some functions including;

1. Exposure Identification: Would allow users to be notified when they've potentially been in contact with someone who tested positive for COVID-19 in the last 14 days.

Kris Curran expressed her fear that students may not want to report any positive tests which would make it difficult to provide contact tracing data to the app. Elizabeth Watson agreed, stating that the problem is that there will be several health care providers crossing back and forth. Kris also asked if there is a way to get data directly from the Health Department. Elizabeth explained that we can get info, but that doesn't mean we will have access to everything. We may not be allowed to track it past the class attendance option on the app. Elena added that Involvio also has the capability to do the



daily on-campus survey of “are you healthy”. Elizabeth thinks that we should look into this, she told the committee that UW-W is in the process of implementing emergency rules and policies, and it may be possible to make UW-W app a requirement, especially to those student who live off campus.

2. Class and Event Registration. If a student is enrolled in a class, students can register for a seat and get a ticket. If they don't get a ticket, don't come to class. Will have to work with the instructors and communicate appropriately. Event registration will be similar, event capacity will be provided in the app, and will be conducted the same was as class registration.

### **Anything else?**

Elizabeth Watson gave the group a summary of the upcoming development of an E-Sports studio on campus. A lead development team has been put together and is partnering with the UW-W E-Sports Club. The plan is to build a physical studio on campus, which will be available to the public as well. This can serve as a great recruitment tool and revenue generator. Hoping to roll out this studio by the spring. This would make UW-W the first UW campus with its own on-campus E-Sports studio!

### **Next Meeting?**

**July 30th**