



## University Technology Committee | University of Wisconsin-Whitewater

Tuesday, September 24<sup>th</sup>, 2019 | 1pm to 2pm | Hyer 142

Matt Aschenbrener	Nicole Weber X	Karen Brueggeman X
Alex Ostermann X	Elizabeth Watson	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

# Minutes

## 1. Review April 4th, 2019 meeting minutes (handout)

The minutes were reviewed and approved.

## 2. LTC Update (handout)

Nicole Weber gave an update to the group on current LTC initiatives.

Canvas Update:

- Additional functionality to course templates/navigation (the following can now be added or removed: Assignments, Discussions, Grades, Announcements, People, Pages, Syllabus, Outcomes, Quizzes, Modules, Collaborations, Chat, Office 365)
- Visibility of the number announcements (1-15)
- Canvas recently dropped support for Internet Explorer 11 (Supported Browsers include Chrome 75 & 76, Firefox 67 & 68, Edge 44, Respondus Lockdown Browser, and Safari 11 & 12)—users receive an “Unsupported Browser Banner”

Nicole reminded the group that everyone is now in Canvas including the Rock County campus.

Todd Carothers asked how Canvas training is communicated. Nicole Weber explained that each semester the LTC sends out emails to all faculty and staff. Training dates are also posted in each issue of Connect IT.

The application for the Winter Institute for Online and Blended Teaching **opened on Monday, September 16 and will close on Monday, October 28**. Please note that the following changes have been made to the Institute to better accommodate instructor schedules:

- The two required face-to-face meetings are in early December before finals week; and
- The January sessions are 100% online and can be attended remotely.



The Winterim Institute is a great opportunity to prepare instructors to teach online or blended courses in the Summer or Fall Terms while the Summer Institute prepares instructors to teach in the Winterim or Spring.

During the Fall 2019 semester the LTC will facilitate two experiences that will help the campus explore developments, trends, and challenges related to higher education and learning technology:

- **Horizon Report Explorers** will meet six times during the semester to examine the trends, challenges, and developments related to higher education and technology. We had our first meeting on September 24 (next meeting on October 8), but there are two more spots open! Log on to the UWW Signup Tool ([signup.uww.edu](http://signup.uww.edu)) for more information!
- **Adaptive Learning Conversations** will occur twice during the semester (Friday, September 27 and Friday, October 25 from 9:30-10:15am in McGraw 19A) to support individuals interested in discussing how adaptive learning can meet the needs of students coming into classes with differing levels of knowledge.

The LTC works with colleges and units across campus to meet the needs of our faculty and staff. During the Fall 2019 semester the LTC is working with the:

- **LEARN Center** on a three-part series that will extend into a three-part Spring 2020 series regarding humanizing courses (*more information on the next page*).
- **Graduate School** on a six-part series that will assist instructors new to teaching online graduate courses with developing high quality online courses suitable for graduate programs, designing engaging content and activities, strategies for increasing teaching effectiveness, and increasing accessibility (*more information on the next page*).
- **College of Letters and Sciences** on a project continuing from the summer that is supporting eight instructors designing new quality online courses to increase online pathways to degree.

Nicole concluded her update with some information on Webex Teams. Teams is now fully integrated into Canvas. Elena Pokot added that Teams is a great tool for committee work as well.

Todd asked about the security of the Webex Teams environment. Elena explained that Webex is not setup for MFA, however, Team is encrypted and very secure (Cisco). Sara Deschner asked if you could record in Webex Teams, Nicole Weber will look into it.

### 3. IT Security

#### a. External Email Tag

Elena Pokot gave a quick summary to the group regarding spam and phishing emails. To help combat these cyber-attacks, ICIT is updating its External Email Tag. This tag will be displayed



in any emails coming from outside UW-W. Elena wanted the group to communicate this to their departments and to remember that just because an email has this tag, it is not automatically a phish or spam message.

#### **b. Security Training**

Elena explained to the group the Computer Security Awareness training will soon be handled by UW System. She talked about how UW-W has had great success with its own in-house training, (over 90% completion). The UW System training module is run by Lawroom which is the same as the Sexual Harassment Training. Previously the training dates were flagged in our IDM system, now HRS will be handling that. ICIT will be giving updated training completion lists to HRS so that UW-W staff will not have to retake training prior to a year out. More info on this to come.

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

Dane Seckar-Anderson went over the current version of the ICIT Newsletter. Elena asked to add Fluid to the newsletter prior to being sent out.

#### **5. Accessible Software Purchasing Guidelines and Best Practices (handout)**

Per Elizabeth Watson's request, the group discussed the Accessible Software Purchasing Guidelines and Best Practices handout (VPAT form). This was a topic that was brought up a few months ago. Elena gave the group a quick summary, explaining that software purchasing will now need to include a VPAT form which looks at the accessibility of the software. This will hold each department responsible for the software they purchase, and make them accountable for making the program accessible if it is required. The plan is to add this VPAT form to the website and make it part of the regular software purchasing process.

Sara Deschner wanted to know if a department would be able to use a secondary tool in order to be compliant instead of having to purchase an entirely new software. She added that she is willing to follow this process, as long as there is a reasonable accommodation. Nicole Weber explained that this form and process originated because people were not thinking about accessibility when purchasing, which led to UW-W being out of compliance, and costing more money in the long run. This will give an opportunity to purchase a better software then going back to make an accommodation.



Elena added that this is a proactive measure. This will hold areas accountable and help them to understand the risks. Paul Waelchli asked, who determines if this is sufficient? Who makes this call? Elena explained that her understanding is that the purchaser is the one who will determine this. They are responsible for the due diligence. Elena added that if you purchase a technology without doing the due diligence, you are responsible for the retrofit or accommodation expenses.

Elena mentioned that University funding needs to be included in the document.

Elizabeth Watson was not able to attend the meeting, so Elena asked that the committee to look to adopt this process and discuss with Elizabeth in the next UTC meeting.

## **6. UW-Whitewater App Update**

Elena gave a quick update on the UW-W app. Currently, approximately 99% of freshman have downloaded the app which was used heavily during the Warhawk Welcome. The plan is to continue to promote the app, and to use for upcoming multi-day events such as Homecoming, Diversity Forum, Graduation, etc.

On the academic side, the final steps to getting full Canvas integration are nearly in place. They are also testing attendance tracking using Wi-Fi triangulation. Again, the Wi-Fi tracking is an opt-in feature that the student has to agree on. The main message for attendance tracking is that this is simply a tool for instructors, they can use it if they want. Paul asked if there is a way to get other events into the app? Elena explained that the Campus Calendar is already integrated, as well as all campus resources. She urged the group to download the app and submit suggestions.

### **Anything else?**

Bob Mertens asked about the current status for Lab Mods. Elena explained that she is trying to find time to present to the Deans and Provost on this subject. At this time, the College and Arts and the College of Ed projects are in process. She continued to say that once this money is spent, we will see how much is left for new lab mods. Once that is determined, they will process



request proposals as they normally do. There is no more carryover, so whatever is submitted must be purchased within the same year.

**Next Meeting:**

**October 30th**