

University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

January 20, 2023 1pm-2:30pm

[Zoom link](#)

Committee Attendees: Chelle Batchelor, Stacey Rainey, Michael Reis, GZ, Jennifer Hansen, Mike Baltzley, Dona Vasas, Amy CLark, Keats Chaves

Guests: Judith Sylva (1pm-1:30pm), Michael Ellis

Notetaker: Camila (GZ next time)

New topics:

- Quick FYI - [LMS Policy](#) going to Cabinet - Michael/Amy - (5min)
 - Previously approved by UTAC and is now going to cabinet.
- [Digication](#) (Academic Affairs pilot of new academic technology) - Judith Silva - (20min)
 - [Digication Demo - Western Oregon University, 11.09.2022](#) > this demo focuses more on what the staff side of Digication looks like
 - [Digication Demo - Western Oregon University 12.19.2022](#) > this demo focuses more on what students can do with a Digication portfolio
 - ePortfolio Solution and Assessment management system
 - Pilot is funded through Credit for Prior Learning (CPL) grant
 - WR 407 course is being used to pilot portfolio development
 - ePortfolios can include different layouts, designs, templates, multimedia
 - Assessment can be done individually or in aggregate
 - No time/subscription limit on storage of portfolios that have already been developed
 - For assessment includes Course, Program and Institution outcomes - integrates rubrics
 - Integrates with campus technology structures (SSO, LDAP, Google, etc)
 - Student accounts are based on number of accounts paid for. Fac/Staff accounts are unlimited
 - Hoping to pilot with GE and Grad Studies
 - Set up fee for < 1000 accounts is \$2000 and will come out of grant
 - Q: Is the content all firewalled or can students link to it later?
 - Students can select who has access to portfolio
 - Believes that they can provide link to portfolio to others (non-WOU)
 - Probably do not have to export - can clarify with vendor
 - Q: Should we designate the pilot task force as a UTAC subcommittee to allow for documenting the work?

- Open to it. Lars Soderlund is lead on project and is the person to reach out to.
 - Perhaps pair a UTAC member with Lars.
 - Q: What is accessibility like for this product?
 - The vendor did talk about this as part of their presentation and has tried to build them into the product, but it is something we should look into further.
 - May want to see if they have an updated VPAT
 - Judy will keep in touch with Chelle as negotiations/process moves forward
- [Naming policy](#) - Amy Clark - (20min)
 - There are many issues around the way we are using/not using preferred names in different systems. Intent is to officially define name types at the university. University Name = Name that they go by at the University; Legal Name = Name that has to be reported for legal purposes (e.g. financial aid)
 - Implementation will be big project
 - Policy lays the foundation to move forward
 - Q: Policy is coming through Registrar and Provost's Office - shouldn't it be coming through as campus-wide?
 - Coming out of Academic Affairs because there has to be a responsible officer for policy
 - Have had discussions with HR and across campus
 - In this system, the typical first name will be the preferred first name, unless the legal name is required
 - In banner forms will make both legal and preferred available options
 - This could have hundreds of modifications associated for HR
 - Concern about moving forward with policy without further collaboration
 - This is how PSU handles preferred names
 - Q: While this is a huge lift, it is also a huge need. How is this currently being addressed?
 - Kolis has been working on it
 - SB 473 - may have to work with legal
 - We should be doing this regardless of the law - it is consistent with our values
 - UCS leadership should be involved sooner in the process to work out technical processes
 - Have talked about supplemental engines to provide legal name in addition to preferred name
 - Q: This has been worked on for quite a while, but implementation plan is new this week.
 - We need to make sure that we do it correctly. Needs to be vetted and tested.
 - Agree - everything does need to be tested.

- Implementation plan is draft, we are relying on areas to tell us what they need
 - For our students, we need legal name to appear in fewer places.
 - Thought: In terms of the policy, it makes perfect sense. It seems like the concerns are around implementation.
 - This is the kind of thing that UTAC can help with. Cross-campus communication and thoughtfulness about implementation seem to be appropriate roles for us.
 - Q: In terms of practice and practicality - How much time will be involved? Should that be included in the implementation plan?
 - Banner reports - if you have code that you need to change to pull legal name, it should be consistent across banner
 - But this is really the next step in communication
 - Having the policy enables the work
 - UCS is very supportive of the process, the concern is that the policy will have to be updated based on the technical details or be un-implementable
 - Can we meet with PSU about how much time this might take?
 - There may also be built in functionality in Banner that can help us with this
 - While there is support for this, it isn't something that we have historically prioritized and we may need to have the policy drive the process
 - Without the policy, we might not do this
 - This feeds into charge discussion - how do we identify topics/teams that should be part of UTAC
- Need to have administration back prioritizing projects, even when it disappoints people, because everything can't happen at the same time with limited staff.
- Administration does need the data to prioritize. Knowing how long something will take/how much it will cost is part of that process.

Ongoing topics:

- [Finalize revised charge and membership](#)
 - DIG relationship to UTAC - reporting? subcommittee?
 - Maybe reporting could be more than subcommittees (DIG, UCS, etc.) for 2 minute reports
- Any additional changes? Discussion?
 - Perhaps expanding communication role to include communication across groups interested/invested in technology
 - Can we use the name policy as a case study on our role?
 - Data gathering around things like this can be expanded to include students.
- HR and Financial Aid - should we contact Kella & Alice for input?_Yes

UCS Reports / Cybersecurity:

- Web Accessibility Team and AccessiBe

- Bill and Danielle G made a presentation to president's cabinet and got approval to purchase for wou.edu and 3 subdomains (library.wou.edu and two others). TRI is also interested in AccessiBe and described it as one of the best out there.
- Will not be on portal.
- Can continue to add to additional subdomains as add ons.

RTA for future meeting:

- Requiring training (FERPA, Information Security)
- Involving UTAC in decision-making (discuss after charge review is complete): what are the characteristics of a technology project on campus that would trigger UTAC involvement? Notes from previous conversations:
 - Has an impact beyond UCS operations
 - Impacts multiple stakeholders or units on campus (more than two)
 - Is student-facing
 - Is above a certain dollar threshold for cost (TBD)