

# University Technology Advisory Committee

Western Oregon University

## Meeting Agenda and Notes Document

1/19/2024

[Zoom Link](#)

[Recording link](#)

**Committee Attendees:** Kella Helyer, [Jennifer Hansen](#), [Keats Chaves](#), Kristen Pratt, Sean Roush, Ben Hays, [Chelle Batchelor](#), [Ashley Schaumburg](#), Amy Clark, [Camila Gabaldón](#)

[Membership Roster](#)

**Guests:** Nathan Sauer

**Notetaker:** Chelle/Amy/Tom

[Minutes from previous meeting](#)

## Notes

### Introductions and welcome

- Ashley Schaumburg
- Grant Harris
- Kristen L. Pratt
- Ben Hays

### Items Returning to Agenda

- Computer Labs & Classrooms (guest: Nathan)
  - It is expensive to replace computers on a cycle and there is a need for improved space planning. Consider if a computer lab is the best use of a space and what are the needs of campus (more labs, fewer). Support sustainability, environmental and fiscal.
  - Focused on Fall 2023 computer usage.
  - Vacancy level - how much is left unused?
  - Discovered we do not have enough data, but we have some data and tools.
  - Astra data was used to consider one time events, clubs, and classes scheduled in labs.

- Portal unique login data was also used to track students that logged into portal from a lab computer. It is a useful indicator, but does not capture students that did not login to portal.
- VDI usage data was also gathered to track use of the space.
- Results - Nathan shared his spreadsheet with the group and discussed individual room data:
  - Some labs were not scheduled for regular classes, but other indicators VDI/Portal show some usage outside of classes.
- Moving some spaces to VLAN allows gathering of more detailed data for each room.
- It is possible that we could install a tool on the computers to track usage. People counters could also be utilized to measure when people enter the space.
- Want to identify rooms with low usage and redundant set ups. Possibly could consolidate spaces or stagger computer replacements.
- Replacing windows pc's, we can save 70% if we use a more cost effective set up.
  - Looking at a lab in Devolder and in NSM.
- Help connecting with users of those spaces would be
  - May need help from the Registrar to make sure they know which courses used a classroom in the past
  - Sean thinks OTD will have limited computer lab needs
  - It is also helpful to know if a proportion of students in the lab are using their own computers instead of the lab computers. Can reconfigure the space to right size the number of WOU computers and the number of work spaces for those with their own computers.
- Chelle noted they are having conversations about labs on the first floor of the library and it would be helpful to involve Nathan in those conversations.
- VDI is a useful tool, but it is not for every need (e.g. not ideal for video editing).
- Some labs have special software or upgraded hardware for discipline specific needs. VDI can provide access to speciality software from other labs on campus, allowing access even when the person is not in a particular lab.

## New Agenda items

- Move the March UTAC meeting
  - Chelle, Keats & Amy have a March conflict
    - We will ask Tom if he is ok canceling the March meeting.
  - Camila and UCS developers have had Ellucian Premium training. Functional users in core offices have training in early April. Possible topic for April meeting.
- UCS Upgrade/Outage Calendar
  - Camila provided an overview of its purpose
  - Available at: <https://wou.edu/ucs/support/>
- Adding DIG and BFCC to UTAC website
  - These are standing subcommittees according to our new charge

- Need full lists of team representatives
- Georgia will send DIG list to Chelle & Amy
- Amy will provide BFCC list

## Standing Agenda Items

### Subcommittee reports

- University Names Policy - no recent meetings; process mapping is still underway
- Accessibility - Equity Assessment Action Plan passed board approval
  - We can start thinking about how UTAC will interface with this and reconvene this committee
- DIG - next meeting will include work on charge, future meetings will include work on a data dictionary
- BFCC - working meetings on Fridays and a more formal meeting monthly; need for BFCC to meet can be variable

### New technology requests

- Campus logic - new module will allow sending award letters and notification of the right for a professional judgment decision and for satisfactory academic progress notifications.

### Top-priority UCS projects

- UCS

### Experience Content Strategy Workshop