University Technology Advisory Committee

Western Oregon University

Meeting Agenda and Notes Document

4/4/2024

Zoom Link

Committee Attendees:

Membership Roster

Guests:

Notetaker: Chelle/Amy/Tom

Notes from previous meeting

Agenda

Items Returning to Agenda

- Student Mobile Environment Task Force - Responsible Parties: Student Affairs, UTAC, Strategic Enrollment Working Group, Academic Affairs, Associated Students of WOU - 15min
    - Apps we currently use, or are exploring - Navigate, Ellucian Experience Premium, Canvas
    - Open Forum for students on May 1, 2024 (Organized by Tina Fuchs)
    - Task force membership - UTAC representatives – Ben (Canvas), Camila (Ellucian; API linkages), Tom as point-person for coordinating with other Responsible Parties
    - Funding proposal - external consultants & training, student employee wages, stipends for folks who are not on contract when the work is taking place

New Agenda items

- Meeting time & modality - 15min
    - Meet at 1 on Fridays. Stay on Zoom. Meet ~twice a year in person in "retreat" mode with snacks.
- DUO requirement implementation
    - University Cabinet has agreed that DUO should be required for all employees
    - UTAC recommendation for implementation

- - ■ Build buy-in, particularly with folks who work different hours or use technology less frequently for their work
    - ■ Write up a policy to go to Cabinet (Chelle will start this)
    - ■ Work through the policy process, whatever it might be
    - ■ Set a deadline, communicate it through various channels
    - ■ When the deadline passes, remove access to services for folks who do not have DUO
- Committee member roles & responsibilities - break out group discussion & report out - 45min
  - Introduce yourselves, including what department or area you work in
  - As a UTAC committee member, who do you see as the group of people you represent? What technology or technologies do they use the most? Is there anything else of interest you would like to share, relating to their use of technology? (3-5min)
  - Take some time to review the UTAC charge together. (5-7min)
  - Discuss: what aspects of the charge would you like to be most involved in? When you think about the group of people you represent, what aspects of the charge do you think they would think are the most important? (10min)
  - Return to the main group
  - Report out - what were the major areas of interest in your group? How can we, working together as a committee, have the most important impact on campus? (15min)
- Notes on report-out
  - What is UTAC's role with the website? Sometimes we run across stuff that is outdated, or not as easy to navigate as it could be. Could we be pushing the technology a bit (testing/reporting)?
  - Where are we repeating things alot. Are there different departments using similar tech to do similar things? Streamline and help the tech we use talk to each other and be more efficient. We want the tech to be helping us, instead of a hindrance - one more thing we have to deal with.
  - Rubber duck subcommittee - folks who try to break things
  - Useful to remember - the people in this room going out to talk to people on campus about how they use tech
  - Think strategically about equity questions
  - Technology road map - lofty goal but we could march toward it
  - Making sure we're talking about what tech people are using so we can find synergies
  - Student -centered mission and strategic plan - need to use that as a razor to help prioritize. The tech we're spending time on should create opportunities for access to students.
  - Helping with prioritization of major technology projects [RTA next meeting]
  - Technology audit - what tech are we using? What projects have been left unfinished?

- - - Ex: we have a license for AdobeSign, but people are using DocuSign, and many people are wanting to move off of AdobeSign because it isn't supporting their workflows.
  - Equity Audit Action Plan
    - Electronic forms & workflows

Standing Agenda Items

Subcommittee reports

- Name Implementation Process maps due to UTAC by mid-months

New technology requests

Top-priority UCS projects