

**Academic Technology Advisory Council Minutes**  
**Wednesday, December 6, 2017**  
**Barge 304, 3:00-4:30**

Attendees: Coco Wu, Tina Short, Doug Ryder, Justin Carroll, , Calisa Cruse, Mark Samples, Bill Thelen, Zebulin Evelhoch, Yvonne Chueh, Shawn Reichert, Julie Bonner, Chris Timmons  
Absent: Mel Palm, Kevin Archer, Ping Fu, Julie Bonner, Brian McDougall, Lindsey Brown, Gayla Stoner

**1) Review of 11/15/17 meeting minutes**

- a) C. Schedler moved to approve minutes, S. Reichert seconded, minutes approved.

**2) Information items**

- a) Taskforce Updates
  - i) E-Textbooks
    - (1) S. Wenger said Fall 17 inclusive access digital textbooks were used in 30 courses, with a total cost of \$280,000 to students, 1/3 of regular book cost. Currently working with 5 publishers: Pearson, Norton, Cengage, Macmillan, McGraw Hill.
    - (2) Student engagement system that CWU is piloting, TopHat, has an OER platform which allows integrating open textbooks, customization, and creating open resources.
  - ii) Classroom Technology Workgroup
    - (1) Discussed Instructional Technology fund, two proposals that went through ATAC went to BEC Space & Equipment. The standard classroom equipment of phase 2 for DE upgrades, and maintenance and ops funding for ATMS.
      - (a) Next step is BEC and then Cabinet approval.
    - (2) ATMS is working on four classrooms in Black Hall over Winter Break using last year's approved funding: Black 139, 136, 137, 134.
    - (3) Capital funding has been proposed for the Health Sciences building.
    - (4) Discussed hot-swap classroom upgrades and review by the Provost's Council.
      - (a) Discussed offering courses over a broad daily schedule instead of the 10am-2pm current block schedule, to open up room availability.
- b) EISC Update
  - i) Presented with business case for pilot of DocuSign for Housing operations. Approximately 3,000 paper documents need to be translated to electronic workflow.
  - ii) Presented ATAC responses for the Accessibility Policy procedures. Goal to have policy to UPAC in May, still in process of receiving feedback.
    - (1) ADAPT accessibility group will have initial meeting in January and could provide input on the policy.
- c) IS Update
  - i) ERP (MyCWU) is at 85-90% storage capacity. Consultant came to look at improving performance, may go to virtual server options.
  - ii) Samuelson new data center needs \$1 million in funding for the move from the old data center. Need equipment to seed the new data center without taking the old one offline in the process.
  - iii) Discussed Windows 365 and licensing and running software through the cloud.
  - iv) Discussed piloting multi-factor authentication working with single sign-on.
  - v) Discussed expanding data captured in the data warehouse.

- vi) Discussed VOIP telephony upgrade from old PBX telephone line system, estimated at \$1 million.
- vii) Discussed fiber capabilities for Samuelson and enabling for operations of the building without taking down existing infrastructure for more than a few minutes, estimated at \$600,000.

**3) Winter ATAC Meetings**

- a) Discussed Winter meetings dates: Mondays 1/8, 1/29, 2/12, 2/26, and 3/12 from 3:30-4:30.

**Next Meeting:**

**Monday, January 8, 2017**

**Barge 304, 3:30-4:30**