

**Academic Technology Advisory Council Minutes**  
**Wednesday, October 17, 2018**  
**Black 138, 1:00-2:00**

Attendees: Chris Schedler, Mark Samples, Geri Hopkins, Tina Short, Doug Ryder, Rebecca Rose, Sara Bender, Bill Thelen, Koushik Ghosh, Julie Bonner, Forrest Hollingsworth  
Absent: Calisa Cruse, Shawn Reichert  
Guest: Jared Jakeman

**1) Review of Meeting Minutes 10/3/18**

- a) T. Short suggested “redemptions” under payroll BTAC item be adjusted to “deductions.”
- b) D. Ryder motioned to approve, T. Short seconded, minutes approved.

**2) Acceptable Use & Data Storage Policy (Jared Jakeman)**

- a) J. Jakeman introduced policies and purpose, group reviewed and offered initial suggestions regarding phrasing, terminology.
- b) Discussed revised email use policy, ensuring that sensitive information is transferred through a more secure means.
- c) C. Schedler suggested forwarding item under “Email” be revised to clarify forwarding policy regarding off campus vendors, community members, etc.
- d) Discussed email distribution group approval policy, clarifying if individual emails need approval on case-by-case basis or if personnel need one-time approval.
- e) Discussed available support for moving stored documents such as department records currently stored on off-campus solutions such as Dropbox onto campus-based solutions.
- f) Current suggestion is to use OneDrive for Business over other network available storage spaces, allowing for longer retention, retrieval, increased security.
- g) Group suggested categorization of document storage software including Canvas and MyCWU under appropriate categories for reference.
- h) M. Samples suggested including Dos and Don'ts list on Data Storage Policy, specifically around which documents can and cannot be stored on personal workstations.

**3) Accessible Tech Policy/Plan (Chris Schedler)**

- a) C. Schedler introduced policy and purpose in draft form, discussed importance in response to Office of Civil Rights complaints and state deadlines regarding support of accessible technology.
- b) B. Thelen suggested including Central Access under Instructional Materials header.
- c) Discussed intention of webpage compliance regarding only webpages or all documents hosted on and linked in pages.
- d) Group will review document and share suggestions with C. Schedler via email and at following ATAC meeting.

**4) Information Items**

- a) Faculty 180 Update
  - i) M. Samples contacted C. Andrews regarding sub council, will discuss potential meeting dates further.
- b) MML Update
  - i) Black Hall building upgrades are on track.
  - ii) 1891 Bistro upgrade is completed, laptop kiosk is pending updated policy and installation.

- iii) ATMS will release Samuelson technology contractor and finalize requests and fixes following.
- iv) Wenatchee DE upgrades started week of 10/15, carts will be deployed at Des Moines and Lynnwood.
- v) Top Hat usage has surpassed license tier for initial STFC funding, will present usage to STFC and review options for higher license tier at next annual renewal.
- vi) NC-SARA agreement is finalized, online course support and implementation will expand to 49 participating states with increased marketing and recruiting efforts.
- c) EISC Update
  - i) Conflict of interest software called Osprey will be managed by I.S. and H.R., allow surveying and training around potential conflicts of interest for all employees.
  - ii) Review of keyless access issues is ongoing.
- d) BTAC Update
  - i) No update.
- e) IS Update
  - i) CAPS+ 2.5 deadline has passed for implementation of campus locations, will be instated at a later date.
  - ii) Samuelson data center live date has been shifted to November.

**Next Meeting:**

**Wednesday, November 7, 2018**

**Barge 412, 1:00-2:00**