

**Academic Technology Advisory Council Minutes**  
**Wednesday, January 9, 2018**  
**Samuelson 118E, 1:00-2:00**

Attendees: Mark Samples, Jami Beintema, Tina Short, Geri Hopkins, Bill Thelen, Julie Bonner, Calisa Cruse, Doug Ryder, Ping Fu, Rebecca Rose  
Absent: Koushik Ghosh, Lauren Hibbs, Sara Bender

**1) Review of Meeting Minutes 12/05/18**

- a) T. Short suggested Digital Forensics tools under BTAC item be changed to state that information can be sent to auditor, remove “cost is concern” from item IV – F. Hollingsworth will amend.
- b) D. Ryder motioned to approve, all attendees voted in favor, minutes approved.

**2) EISC Representative Search**

- a) M. Samples has standing conflict with EISC meetings, EISC ATAC representative (preferably faculty) requested.
- b) G. Hopkins volunteered to attend EISC on behalf of ATAC, deliver ATAC updates to group and vice versa.

**3) Student Representative Search**

- a) M. Samples has not received updated materials from ASCWU.
- b) C. Cruse will attend Spring Quarter meetings.

**4) Business Case Template Review**

- a) M. Samples introduced charge from A. Bohman to increase business case requests for committee review.
- b) Current low number of requests may be in relation to inaccessibility of template and request process.
- c) Solution requests are routed through IT to both ATAC and BTAC for review, T. Short recommended this structure remain in place.
- d) C. Cruse suggested introducing criteria for STFC requests into process.
- e) EISC will convene final review of process in March.
- f) F. Hollingsworth will share web link and template with group before 1/23 meeting and group will review, note recommendations.

**5) Information Items**

- a) Faculty 180 Update
  - i) No update.
- b) MML Update
  - i) DE Upgrades: Wenatchee completed. Moses Lake or Sammamish slated for next – pending directive decision.

- ii) DE operations experienced degraded performance over first week of quarter. A request to increase bandwidth to center locations seems to have mitigated the issue.
  - iii) Individual student requested legal review of Respondus Lockdown browser – full response is pending, and an internal security review has started.
  - iv) MediaAMP has merged with larger company, Launch Consulting - may provide more support and resources.
  - v) M. Valentino and G. Hopkins were awarded OER grant, starting with sustainability pathway through new gen eds.
- c) EISC Update
- i) Group is reviewing prioritization process for Docusign site-wide implementation, current recommendation is to pilot one or a handful of forms per department.
  - ii) Identity and access management targeted as a goal for IS this year; review of multifactor authentication methods is underway.
  - iii) CAPS+ 2.5 transitioning from project into operational release.
  - iv) Data warehouse expansion is nearing finalization, targeting end of January completion.
- d) BTAC Update
- i) Solution request: updating MyCWU directory search to limit student staff information availability – immediate concerns will be mitigated, further functionality under review.
  - ii) Facilities is completing projects related to signage replacement, tree removal.
  - iii) Gen Ed transition assigned a project manager.
  - iv) Cal State may be interested in purchasing CAPS+ licensing as project is monetized.
  - v) Business case: FMD requested AIM (facilities management system) funding support, BTAC provided feedback on business case and will support with review.
- e) IS Update
- i) Publicity Center is working with stakeholders to draft and rollout advertisements related to CWU mobile applications including MyCWU mobile, Traditions Keeper, etc.
  - ii) CAPS+ next build will include form for major and minor applications, CAPS+ team is receiving feedback from department chairs and deans.
  - iii) Windows 7, and some versions of Windows 10 support will be shelved July 1, IS will advertise transition to campus.
  - iv) Microsoft A3 licensing will go live sitewide January, includes malware and phishing deterrents.
  - v) VoIP transition has been mapped, M. Marchand will provide update at 1/23 meeting.

**Next Meeting:**

**Wednesday, January 23, 2019**

**Samuelson 118E, 1:00-2:00**