

Academic Technology Advisory Council Minutes
Wednesday, January 23, 2019
Samuelson 118E, 1:00-2:00

Attendees: Mark Samples, Geri Hopkins, Tina Short, Michael Marchand, Bill Thelen, Sara Bender,
Doug Ryder, Ping Fu, Forrest Hollingsworth
Absent: Jami Beintema, Koushik Ghosh, Calisa Cruse

1) Review of Meeting Minutes 1/9/19

- a) T. Short submitted BTAC revisions to F. Hollingsworth.
- b) M. Samples motioned to approve minutes, all participants seconded, minutes approved.

2) Business Case Template Review (Continued Discussion)

- a) Committee will review business case template, submit proposed changes, forward to BTAC for review, and then revise once more before EISC review.
- b) M. Samples outlined charge to review purpose, ease of use, and successful outcomes of business case submission and review process.
- c) Group reviewed table of contents and current document structure, considered avenues for consolidation and simplification.
- d) S. Bender suggested revising and restructuring rubric to more closely align with request process structure.
- e) Group discussed intention of document as a collaborative process between requestor, IT, and project management groups rather than current use as end-user only request document.
- f) Discussed grouping sections into broader segments: Problem Definition, Proposed Solution, Product Management
- g) T. Short suggested that process emphasizes Solution Requests are required prior to Business Case submissions.
- h) T. Short suggested removal of SWAT/PEST requirement, may retain Strategic Alignment piece.
- i) Example, FAQ section, and approval timeline of ideal document completion will be made available for user review.
- j) M. Samples will draft proposed changes and share with group for review.

3) OER Course Designation

- a) G. Hopkins introduced request to have "OER" designation added to course listing utilizing OER/LER resources - committee suggested submitting solution request.

4) Information Items

- a) Faculty 180 Update
 - i) No update.
- b) MML Update

- i) Conference rooms are being scheduled as classrooms to facilitate increase in low capacity classes under new General Education guidelines.
 - ii) Respondus Monitor vetted by CWU legal team following initial student complaint – software protected for use under CWU legal scaffolding, must be included in course syllabi.
 - iii) Executive Director search is underway, anticipating March hire date.
 - iv) Low DE video and audio bandwidth issue mitigated through additional provisioning by K20 internet backbone provider.
- c) EISC Update
- i) Project Management Office has established new project implementation and review process, customers charged per hour – rubrics will be shared with committee.
 - ii) MyCWU manager taskbar will be revised to simplify and improve ease of use.
 - iii) Media Management Taskforce has recommended shift to Kaltura from current MediaAMP platform, transition needs to take place following November conclusion of MediaAMP agreement.
 - iv) Accessible Technology Policy revisions and implementation are under review, M. Samples will request copy for ATAC review.
- d) BTAC Update
- i) New student pagelet will be implemented in MyCWU, includes information regarding course schedule, advisors, academic majors and minors, class standing.
 - ii) T. Short received information regarding student representative to serve on ATAC and BTAC through end of Spring quarter, will share with M. Samples and F. Hollingsworth.
 - iii) New attendance process implemented by Campus Solutions will be presented to ATAC at future meeting.
- e) IS Update
- i) Data Center move is on track to be completed by December 31, 2019.

Next Meeting:

Wednesday, February 6, 2019

Samuelson 118E, 1:00-2:00