

**Academic Technology Advisory Council Minutes**  
**Wednesday, February 6, 2019**  
**Samuelson 118E, 1:00-2:00**

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

**1) Review of Meeting Minutes 1/23/19**

- a) T. Short submitted EISC and BTAC amendments to F. Hollingsworth.
- b) M. Samples motioned to approve minutes, all attendees voted in favor, minutes approved.

**2) Business Case Template Review (Continued Discussion)**

- a) M. Samples introduced draft revisions to group, focused on high-level reorganization and condensing.
- b) Additional resources and items moved to appendix section.
- c) T. Short suggested template reference Solution Request process, highlight that Business Case is only one step in a more involved workflow.
- d) Information regarding expectations for document completeness will be included on both template and webpage.
- e) T. Short will draft introduction and procedures.
- f) Discussed reorganizing segments into high level alignment down to detailed scope: Preferred Solution, Strategic Alignment, CWU Benefits, Organizational Impact
- g) G. Hopkins and T. Short suggested that glossary of terms may be beneficial.
- h) Group will provide feedback to M. Samples and F. Hollingsworth.
- i) Draft document will be submitted to BTAC in advance of 2/20/19.

**3) Information Items**

- a) Faculty 180 Update
  - i) Sub-council has reconvened.
  - ii) Interfolio, software provider for 180, is offering workshops for faculty and administrators.
  - iii) Consideration for integrating Faculty 180 into existing Interfolio system – “RPT” – is underway. Transition should be relatively seamless, Faculty 180 sub council will inform decision and M. Samples will report to ATAC.
- b) MML Update
  - i) Multimodal Learning office is hosting shared webinar viewings and discussions around sessions provided for and funded by MML and AP offices throughout February.
  - ii) Staffing searches are underway.
  - iii) Instructional Design team assembling Blackboard Ally accessibility reports for piloting academic programs, providing a snapshot of current accessibility, strengths and weaknesses, process for improvement.

- iv) Service campus designation is an ongoing consideration for Online and Center students, OL advising, MML, and faculty senate are aligning on clearer policy.
- c) EISC Update
  - i) Camera and lighting availability on campus is a concern; installation on existing “blue light” alert towers might be feasible.
  - ii) Searching for administration group and funding for keyless entry overhaul.
  - iii) CAPS+ will soon be closed as a project; code registered with US Copyright office.
  - iv) G. Hopkins will submit OER grant implementation timeline to F. Hollingsworth for ATAC review.
  - v) STFC working with Publicity Center to implement advertising for 24-hour Bistro.
  - vi) Data Center has successfully migrated MyCWU, and internet and VPN routers as of 12/29/18.
- d) BTAC Update
  - i) No update.
- e) IS Update
  - i) Agile governance project is underway: includes revisions to Solution Case and Business case process.
  - ii) Network unit is implementing changes to local user administration on university provided workstations.
  - iii) I.S. office is developing timeline for MediaAMP to Kaltura migration, October 2019 date is ideal, year-to-year MediaAMP purchase might be utilized to ease transition.
  - iv) Targeting aggressive July 2019 transition date for bringing all PC machines to Windows 10.
  - v) Reviewing Adobe licensing structure and problems with product activation.

**Next Meeting:**

**Wednesday, February 27, 2019**

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