

**Academic Technology Advisory Council Minutes**  
**Wednesday, April 25, 2018**  
**Barge 412, 3:30-4:30**

Attendees: Coco Wu, Mark Samples, Chris Schedler, Tina Short, Jami Beintema, Zebulin Evelhoch, Calisa Cruse, Bill Thelen, Julie Bonner, Brian MacDougall, Forrest Hollingsworth, Keith Jones (for Doug Ryder)

Absent: Lindsey Brown, Ping Fu, Yvonne Chueh, Shawn Reichert

Guest: Jakob Shewey

**1) Review of 4/11/18 meeting minutes**

- a) Approved

**2) Microsoft Teams (IS)**

- a) Chat-based application for real-time collaboration with a designated group that features full Office 365 and Skype integration.
- b) Users with Office 365 accounts can create or manage their own teams; separate users can create tabs, upload documents, and contribute to workflow tracking.
- c) Semi-permanent storage of chats, SharePoint-based storage of files.
- d) Discussed concerns around cloud-based storage of data and personal device use, current recommendation is to not host records subject to retention policies on Teams application.

**3) Information Items**

- a) Taskforce Updates
  - i) Student Engagement: Top Hat Symposium on 4/26 from Noon-3:00pm in Black 105.
  - ii) DE Upgrades: Science I classrooms will be upgraded in Summer. Creating specs for WebEx capable carts (for use with guest speakers, clubs, etc.). Distance Education equipment is scheduled to be reviewed more frequently for adequate upkeep. Increasing stock of faculty laptops for checkout.
  - iii) Campus Master Plan: Aligning goals of Multimodal Learning with Information Services planning: active learning classrooms, virtual/augmented reality, distance education, class capture, mobile learning/BYOD, live streaming.
- b) EISC Update
  - i) DocuSign pilot is going well, enterprise license has not been acquired and is pending funding request.
  - ii) Computer refresh policy (“win-win”) vetted to cover laptops and desktops designated as workstations, not high-end or special use cases.
  - iii) Business case template is going forward with review after gathering recommendations.
  - iv) Multi-factor authentication for campus systems identified as a critical concern; business case will be presented as soon as possible.
- c) BTAC Update
  - i) Financial Aid is purchasing a Financial Aid TV (FATV) subscription at \$10k to help aid confusion around processes, will be CWU branded and fully funded by Financial Aid office.
  - ii) Discussed MobileUp application for Traditions Keeper initiative to help aid with tracking and incentivize use, BTAC approved moving forward.
  - iii) Registrar sought permission to move forward with Security Team support for transcript solution, BTAC approved.

- iv) PUSH funds request and donations application is live.
  - v) Mobile ID application for door access is in use on campus, looking to increase rollout.
  - vi) Facilities “refresh” program for more frequent building maintenance scheduled.
  - vii) Discussed upcoming Wildcat Family Network business case.
- d) IS Update
- i) Faculty and staff mailbox moves from on-premises storage to cloud-based will take place over the next month, targeting weekends and outside of business hours implementation to limit work impact.
  - ii) Investigating cases of poor wireless connectivity on campus, particularly in Science II lecture halls.

**Next Meeting:**

**Wednesday, May 9, 2018**

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