



**Project Management Office
UC Information Technologies (UCIT)**
University of Cincinnati
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Cincinnati, Ohio 45221-0149

Suite 400, University Hall
51 Goodman Drive
(513) 556-9089

MEETING MINUTES

CORE SERVICES & SHARED INFRASTRUCTURE

DATE: FEBRUARY 12, 2015
TIME: 10:00 AM TO 11:30 AM
LOCATION: UNIVERSITY HALL, ROOM 244
CHAIR: ANTON HARFMANN, CO-CHAIR: DIANA NOELCKE

CALL TO ORDER

Present: Anton Harfmann, Jesse Fatherree, Rick Grant, Eric Anderson, Pallavi Patel, Ken Hirsh, Kerry Overstake, Dom Ferreri, Diana Noelcke, Nathan Eberhardt, Steve Young

Apologies: Rachel Frankel, Vinit Kumbhaker, Tony Iacobelli

APPROVAL OF MINUTES.

Anton Harfmann asked for a motion to accept the December 2014 minutes. Eric Anderson motioned, Steve Young 2nd the motion. The committee voted unanimously to accept the minutes.

BUSINESS

504/508 Accessibility Compliance Policies

A committee is reviewing this issue. Core Services and Shared Infrastructure committee should review the policies to be aware of what is coming and share it with colleges and colleagues. UC has 2 years to be in compliance. This is a big issue for DAAP, because it's heavily dependent on visual mediums. Training programs will be developed and made available to educate the university community of the requirements and how to implement them.

3T Conference at UCCC

Steve Young said this is fourth year the conference will be held at UC Clermont. The first year there were approximately 100 attendees. Last year there were more than 300. This year the conference organizers are working collaboratively with the eLearning Governance Committee to extend participation to more main campus students, faculty, and staff. Attendees do not have to attend all day, but can attend sessions of interest. A schedule for the day will come out soon.

Box@UC Update

Box@UC is fully launched for students. A news article is being publish in Canopy and eCurrents. Box is the replacement for file storage from UCFileSpace. Other UCFileSpace services will move to other platforms. Security is the advantage to Box@UC over Box.com, Google Drive, etc. Box@UC has more space (50 GB per person), and students, faculty, and staff have accounts setup automatically. The committee discussed the need for a better marketing plan.

Box@UC needs to be installed and managed via SCCM to add edit capabilities and other add-ins. Users must have a Box account to access files. Committee members suggested Box@UC roadshows for colleges by UCIT staff. Also need a marketing plan at the college level working in partnership with IT@UC. Periodic measurement of percentage of usage could be used to determine how much more marketing needs to be done and targeted to specific groups. Lync is temporary web solution, WebEx pilot to start soon.

DCTF & SOCC

The SOCC connection went live yesterday (2/11/2015). Nine cores systems for disaster recovery (DR) will be replicated there. Space was planned for expansion and other systems, such as the Bearcat Card, can be added later after the nine core systems are complete.

Google Apps

CECH rolled out Google Apps at start of spring semester. They will have results by summer to inform plans going forward.

Single Sign-on

This project is delayed because Ken Petren accepted the A&S dean position. Eric Anderson and Jesse Fatherree volunteered to serve on the subcommittee. The main goal for the project will be to standardize login/logout screens and pass credentials from app to app. The timing for this initiative is good to take advantage of the development occurring with Catalyst, Success Factors, etc.

Dell Roadmap

Dell plans to bring a client technology specialist to campus for an open session on February 27, from 9:00 am – noon. It will be held in USquare. The session is not limited to UCIT; all are invited. Dom asked committee members to share the information with colleagues. Dell will discuss their future roadmap plans and have equipment demonstrations available. Dom will send out final details notices before the session date.

Server Hosting Analysis

Dom requested IT Managers to share equipment inventories, but has not received a good response. Plan B is that Dom is also working with Asset Management to obtain central inventories from UCFlex used for audit purposes. The analysis includes hardware and virtual machines. The purpose of this initiative is to gauge opportunities for shared services and to help determine the footprint for the new data center if more equipment will be moved there.

Revised Architecture Principles Document

The community feedback and concern was that the document read like a policy instead of a guide. Anton and Gary incorporated the suggestions to change the tone of the document. Anton sent the updated draft to the committee for review and input. After reviewing, turn track changes off and send it back to Anton. When this committee is finished reviewing it, Anton will send the draft to Jane to be recirculated to the other four topical committees for review and input, with the goal of having the final draft ready to be sent to IT Council at their March meeting.

Announcements

- Pallavi Patel is retiring from UC in March.
- Wade Hedgren (COM) is taking an extended leave of absence. Jesse Fatherree and Ken Norton will assume some of his duties during his absence.

ACTION ITEMS

Committee Members – Review Architecture Principles document and send feedback to Gary Grafe or Anton Harfmann by end of next week (2/20/2014).

Jane Haniefy – Request a staff email account for the grad student, Nathan Eberhardt, to enable him to receive email through SharePoint.

ADJOURNMENT

Meeting adjourned at 11:30 AM.

[CSSI SharePoint Site](#)

 <p>Category: Disability Services – Information Technology</p> <p>Policy applicable for: All members of the University of Cincinnati community</p>	<p><i>Policy Title:</i> Electronic Information Technology (EIT) Accessibility</p> <p>Effective Date: March 2015 Prior Effective Date: N/A</p> <p>Enabling Acts: University Notice of Non-Discrimination Section 504/508 of the Rehabilitation Act of 1973 Title II of the Americans with Disabilities Act of 1990</p>	<p><i>Policy Number:</i> 0.0.0</p> <p>Policy Owner: Sr. VP for Administration & Finance Sr. VP for Student Affairs & Provost VP and CIO for Information Technology Responsible Office(s): Student Services – Disability Services Information Technology</p>
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Introduction

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Definitions

Accessible – means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

Disability – Federal laws define a person with a disability as “any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment.”

Electronic Information Technology (EIT) – includes eLearning and information technology, equipment or interconnected system or subsystem of equipment for which the principal function is the creation, conversion, duplication, automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display,

switching, interchange, transmission, reception, or broadcast of data or information. Examples include, but are not limited to, Internet and intranet websites, electronic content, electronic books and electronic book reading systems, search engines and databases, learning management systems, classroom technology and multimedia, personal response systems, telecommunication products, computers and ancillary equipment, software, mobility devices, information kiosks and transaction machines, videos, IT services, and multifunction office machines which copy, scan, fax documents and emerging technologies.

Equal Access – means that Electronic Information Technology (EIT) or instructional materials are accessible or in the rare instances when accessibility is not technologically feasible to that EIT or instructional material, then the separate instructional material or technology must provide equally effective access to the program, activity or information. The alternative format or medium communicates the same information in as timely a fashion as does the original format or medium. When such exceptions are necessary then the means for alternative access and/or materials must be identified and responsibility for implementation assigned prior to use of the original format or medium.

Instructional Materials – are items that are created, purchased or identified to serve in instruction and/or communicate information both in the curricular and non-curricular settings of a system institution. These items may include, but not limited to, textbooks in bound, unbound, kit or package form, library media, (print, non-print, and electronic resources), instructional software content, web/online content and learning objects, e-books, CD-ROM, DVD's, videos, slides, films and filmstrips, learning laboratories, recordings, manipulative, consumables and ITV content.

Section 504 and 508 Standards – a comprehensive set of general, technical and functional standards that apply to Federal agencies to make their electronic information technology accessible to individuals with disabilities.

Reasonable Accommodation – any change in the work or educational environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment or educational opportunities, except when such accommodation would cause an undue hardship or would fundamentally alter the nature or operation of the business or course of study.

Undue Hardship – with respect to accessibility accommodations, significant difficulty or expense, with a focus on the resources and circumstances in relation to the cost or difficulty to the university of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but to accommodations that are unduly extensive, substantial or disruptive or those that would fundamentally alter the nature or operation of the business or course of study.

Policy

Any electronic information technology or instructional materials developed, procured, maintained, or used in carrying out university activities must be compliant with Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, the American with Disabilities Act of 1990, as amended, other relevant local, state and federal laws and applicable university policies. All colleges, schools, departments, auxiliaries, research, and administrative entities that do not comply with the standards are responsible for any costs associated with remediating accessibility issues.

Any information and technology must be accessible in accordance with official university standards and guidelines (see Related Links). The EIT accessibility coordinator responsible for the information or technology must undertake reasonable efforts to provide equal access in a timely manner upon becoming aware of non-compliance with university standards and guidelines. If the information or technology is required for coursework or for essential job functions, a timely review by the appropriate IT Governance committee will determine if appropriate alternatives are available and can be implemented. If the alternatives cannot be implemented in a timely manner, the appropriate IT Governance committee will consider requiring the removal of access to the information or technology.

The IT Council, the university IT governance committee chaired by the university's Chief Information Officer (CIO) and advisory to the CIO, may grant exceptions to this policy under circumstances including, but not limited to, undue hardship or if a reasonable accommodation can provide appropriate access. The IT Council will develop, review and approve all guidelines and standards related to this policy. The council will also evaluate and approve requests for exceptions. The university's CIO or his/her designee may assign other, related responsibilities to other IT governance committees.

The University Of Cincinnati's accessibility standards and guidelines will evolve and change as newer technologies emerge. The standards and guidelines maintain a consistent framework for accessibility training and support services. Any University of Cincinnati employee responsible for electronic information technology or instructional materials produced, maintained, distributed, purchased and or used by the University of Cincinnati community will complete relevant training so they possess the required technical knowledge related to accessibility standards and guidelines for an individual with a disability. Employee and unit level roles and responsibilities for training, education and application include, but are not limited to, the following:

- *Deans, Directors and Managers* will ensure all required staff receive training and education to ensure compliance with federal and state laws, regulations, and University of Cincinnati policies governing accessible technology.
- *Teaching Faculty* will ensure accessibility of instructional materials to allow for equal access for all faculty and students, as documented in the university guidelines and plans for accessible technology.

- *Office of Purchasing* will ensure compliance with the guidelines for electronic and information technology procurement, including the acquisition of all technology with a user interface.
- *Office of General Counsel* will ensure provisions are included in university contracts to certify that any electronic and information technology resources provided, developed, maintained, or used complies with university accessibility standards and guidelines.
- *Information Technology Personnel and Content Managers* will ensure accessibility of campus websites, web applications, and web content, as documented in the campus guidelines and plans for accessible technology.

Procedures

The university's EIT Accessibility Coordinator disseminates information on EIT accessibility matters to the operating units and facilitates cooperation among them on accessibility issues. The EIT Accessibility Coordinator will inform students, prospective students, employees, guests and visitors that they may report violations of the technical standard(s) used by the university, file a formal complaint through its Section 504 and Title II grievance procedure and/or directly contact the EIT Accessibility Coordinator with any accessibility concerns. EIT Accessibility Coordinator contact information is as follows:

Name: Ronald Rateau
 Title: Assistive Technology Specialist
 Address: 210 University Pavilion
 Phone: 513-556-6823
 TTY: 513-556-3277
 Fax: 513-556-1383
 Relay: 711
 Email: ronald.rateau@uc.edu

Additionally, the EIT Accessibility Coordinator's duties include the following:

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- Participate in employee groups dealing with accessibility issues.
- Participate in nationwide conferences and accessibility activities for continuing education.
- Submit required certification and documentation to Office of Civil Rights as required.
- Ensure that employees with disabilities have the appropriate assistive technologies by directing them to (and providing transportation as necessary) to the various university resources that perform assistive technology needs assessments for individuals with disabilities or demonstrate the capabilities of assistive technology.

- Provide sources for assistance for assessing and complying with EIT accessibility standards.
- Retain documentation on undue burden determinations.

Undue Burden Procedures

University units requesting an undue burden waiver must submit the following documentation to the EIT coordinator.

- Briefly describe the proposed system development or infrastructure improvement.
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Related Links:

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Phone Contacts:

Office of the VP for Information Technology and CIO	556-2323
Office of the VP for Student Affairs	556-1233
Student Services – Disability Services	556-6823

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