1. Welcome and Overview
   i. Nelson reported that Josh Lorenz is on leave and will return to IT Council meetings upon his return.
   ii. Graduate student’s office is having difficulty finding student representatives for IT Council but will be sending names soon.

2. Review and Approve Minutes – Nelson Vincent
   i. Anton Harfmann motioned to approve November minutes; Eileen Strempel seconded the motion. The committee voted unanimously to accept the minutes as written.

3. Topical Committee Updates (see attached reports for updates)
   i. Information Security and Compliance – Bo Vykhovanyuk
      o Data Loss Prevention – Restricted Data in Box@UC
         a. Primary goal with pilot Code Green is to allow for restricted data in Box—it identifies sensitive data and allows UC to move it to secure areas.
         b. Until Code Green is fully implemented, some UC Health staff have been approved to use Box under an administrative account.
         c. Splunk is helping to identify security risks before attacks occur.
            i. Splunk contract expires in 3 years without renewable funding.
            ii. Sustainable funding for IT security is critical to maintaining a secure environment.
      o Policy Updates (attached):
         o Email Use Policy
            a. Need better structure and control with email systems (no distributed email systems on campus).
i. OIS is working with distributed server owners to develop path to migrate to central email system.
b. Need to reference the policy allowing acceptable use of personal business on UC email in Email Use Policy.
c. Committee motioned to recommend the policy go forward to the integrated decision-making process; motion was seconded and unanimously approved.
   o Password Policy
      a. New policy has 180-day requirement to change passwords with footnotes to align with 90-day requirement for some data (e.g. PCI Data)
      b. OIS is developing a communication plan to inform community of password policy issues and requirements.
      c. Co-chairs will continue discussion of policy tomorrow—vote for recommendations will be done via email to allow for additional password policy discussion.

ii. IT Managers – Dom Ferreri (see attached report for updates)
   o Christine Street, Director of Info Services, Finance-Business Core Systems, joined the committee.
   o Jason Green, IT Auditor, attends three (3) of the governance topical committees as a non-voting member.
      a. Jason’s involvement in the committees has helped improve communications, expectations, and audit procedures in the distributed IT community.

iii. eLearning Committee – Chris Edwards (see attached report for updates)
   o Speaker series on February 11th, with Matthew Stoltzfus
   o Strategic Planning Update
      a. Shifting to focus groups
      b. Engaging administrative areas
      c. Bb 3-day engagement (1/27 – 1/29) is part of the LMS roadmap process.

iv. Research and Development – Jane Combs (see attached report for updates)
   o DAAP, CEAS, and UC Blue Ash are researching MakerSpace facilities, they will apply for NSF grant to fund it.
   o HPC still determining actual needs – Brett Harnett will work with Bill Ball to send survey to UC College of Medicine researchers.
      a. R&D Committee will share survey results with IT Council and seek recommendations.
   o Submitting a proposal for NSF Research Experience for Undergraduates (REU) to fund research infrastructure workshops this summer.
   o R&D is working with Office of Research to offer an RFP in February for five (5) more awards for access to the 100Gbps UCScienceNet.
   o UCRI is seeking funding to connect to the UCScienceNet as well once they are moved into the old Sears building.
   o UC community is in process of developing use-cases for taking advantage of IBM Watson capabilities.

v. Core Services and Shared Infrastructure – Anton Harfmann (see attached report for updates)
   o Anton deferred the update to the next meeting to allow time for University Libraries update.

vi. University Libraries Update - Xuemao Wang
   o Currently recruiting Senior Library Technology position (to replace Erma Fritsche).
   o Associate Dean Position was rewritten to Library Chief Technology Officer.
      a. Position reports to Dean Wang.
      b. Position has deep collaboration responsibilities with IT@UC governance, and College of Medicine IT units.
c. Dean Wang extended invitation to members of IT Council to attend open forum to interview final candidates.

d. He will share job description and search committee members with IT Council.
   o UC Library Digital Lab Update
      a. Digital Labs in Library is responsible for digital curation of resources.
      b. Library staff held a one-day retreat to plan.
      c. Digital Lab has no formal structure yet in the Library organization but considering forming a task force to build campus-wide partnerships.
      d. Nathan Tallman is contact for Digital Labs.
      e. Dean Wang will give Library update report next month at IT Council.

4. IT Security and Phishing Attacks – Nelson Vincent
   i. Nelson reviewed options to help maintain IT security as individuals including:
      o Using 2-factor authentication
      o Never give out personal credentials
      o Never click on suspicious links
      o Forward suspicious emails to abuse@uc.edu

5. Check-in Meeting with IT Governance Co-chairs
   i. Nelson is meeting with topical committee co-chairs tomorrow (1/28/2016) to review IT@UC Governance process.

6. ERM Risk Update
   i. Nelson met with Anita Ingram, Enterprise Risk Management Office, recently to review the high-level ERM plan.
   ii. Several groups on campus will be piloting risk management programs.

7. IT@UC AVP Search Update – Nelson Vincent
   i. New search is chaired again by Patrick Kowalski.
   ii. Committee is reviewing a large, diverse applicant pool.
   iii. Skype interviews are planned for February; hope to have final applicant pool by March.

8. Adjournment
   i. Meeting adjourned at 9:36 AM.
Information Security and Compliance Committee

UPDATE FOR IT COUNCIL

Updated Membership
Adam Chekour is not a member of the Information Security and Compliance Committee though he was mistakenly added. Faculty Senate appointed him to serve on Core Services and Shared Infrastructure committee. The mistake has been corrected.

Cindy Lusby is a new contract employee in Office of Information Security and she will be replacing Kevin Shaffer on this committee.

New Business:
- Tara Wood, Director, Export Controls, gave a presentation on guidelines for international travel, which included a demonstration of the Export Controls website.
- Data Loss Prevention: Restricted Data in Box@UC

Policy Updates (attached):
- Email Use Policy
- Password Policy
Background

Strong authentication is an important aspect of computer security and is the front line of protection for user access to computerized information systems containing restricted data, identity information, financial information, or other electronic information. This policy is to ensure that all university employees (including contractors and vendors with access to university systems) take responsibility for using appropriate means for establishing positive identification when accessing university information systems.

Policy

IT@UC and Data Custodians are responsible for ensuring that university information is protected from inappropriate disclosure.

- Passwords must be protected from disclosure and must not be shared. Users who suspect that their passwords have been disclosed or compromised must immediately reset all passwords in question via Password Self Service (PSS) and notify the IT@UC’s Service Desk.
- Access to software applications used to host, display, process, and/or transmit restricted data (such as applications for human resources, accounting, student information system, restricted research data, etc.), must utilize the multi-factor authentication solution provided by IT@UC Office of Information Security (OIS).
- Passwords must meet the following criteria:
  - Minimum of eight characters;
  - Must contain uppercase (A-Z), lowercase (a-z), alphanumeric (0-9) characters;
  - Default passwords must be changed immediately;
  - All passwords must be encrypted and/or hashed during transit and when stored;
  - Password lockout must occur after authentication failure of multiple attempts (ideally 5 or less);
  - Expiration period of no longer than 180 days.
  - Some regulations or contractual obligations may require more stringent requirements than listed above. If applicable, those requirements must be applied to ensure compliance. For example, the Payment Card Industry – Data Security Standard (PCI-DSS) requires password expiration of no longer than 90 days.
Contact Information:

IT@UC Office of Information Security 513-558-ISEC (4732) infosec@uc.edu
IT@UC Service Desk 513-556-HELP (4352) helpdesk@uc.edu

Document History:

Issued: 01/06/2008
Revised: 12/16/2015
Revised: 01/14/2016
Background

The University of Cincinnati (UC) recognizes the vital function electronic mail (email) provides in the daily communication activities of faculty, staff, student workers, and affiliates and promotes the appropriate use of university supplied email accounts. The university provides policy guidance in an effort to continue to serve the university community with a robust email system and minimize abuse of assigned email accounts.

Policy

University of Cincinnati staff, faculty, student workers, and affiliates are required to comply with all university security policies and other relevant university policies as well as applicable federal and state law.

All university business must be conducted using an appropriately assigned university email account. The use of a personal, or non-university assigned email account to conduct university business is strictly prohibited. Student workers that do not receive or transmit restricted data via email may use their UC student email account. There are various systems such as Password Self Service (PSS) and select other UC notification systems that may require a personal email address to receive the latest communications from those tools.

The close relationship between the University of Cincinnati and select partners creates an exception; therefore, use of these partners’ electronic mail systems is permitted for necessary business related communications (See Related Links: University of Cincinnati Electronic Mail Partners).

Official university email resources will be provided centrally. The use or deployment of additional email services, including the creation and/or hosting of an email server using university resources or to otherwise represent the university is prohibited.

Contact Information

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Related Links

University of Cincinnati Electronic Mail Partners
Mobile Device Security Standard
History

Issued: 6/30/2015
Revised: 1/14/2016
IT Managers
UPDATE FOR IT COUNCIL
January 27, 2016
9:30 PM - 11:00 PM
University Hall, Room 450

- Upcoming SAP Update for UCFLEX
  - System upgrade is scheduled for April 11th
  - Will update the system by two versions
  - BCS will start communicating about the update towards the end of February
  - Planned Change Request moratorium starting the end of March
  - New browser support specifications:
    - SAP recommends Internet Explorer 11
    - No support for EDGE browser
  - No new training is required

- Dell/CDW updates
  - Brian announced a meeting with CDW on Thursday, 1/14
  - All are welcome to attend
  - Details of the meeting and an invitation were emailed to the group

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Jon Adams
Christian Amann
Andrew Becker
Clarence Brown
Bruce Burton
Gregory Crase
Mark Faulkner
William Frigge
Erma Fritsche
Yu-Chin Fu
Gary Grafe
Jason Green
Wade Hedgren
Don Hodges
Dale Hofstetter
John Hopkins
Vernon Jackson
Birsen Kaya
John (Jay) Kreimer
Daniel Kuhlmann
John Lawson
Emanuel Lewis
Harry LeMaster
Steve Morales
Diana Noelcke
Kent Norton
Megan Pfaltzgraff
Don Rainwater
Aaron Rucker
Benjamin Stockwell
Christine Street
Mel Sweet
Eric Tribbe
Update for IT Council

**eLearning Committee Update – Co-chairs Chris Edwards & Joni Torsella**

Analytics Subcommittee – Co-chairs Paul Foster and Susana Luzuriaga
- Co-chairs met and have agenda ready for first meeting in late January.
- Still waiting for infrastructure funding.
- Have six (6) licenses for Tableau desktop shared with CECH.
- The eLearning Data Analyst (Business Intelligence Specialist) position applicant pool has been narrowed down to 16 applicants from pool of 51.

Accessibility Subcommittee – Co-chairs Dave Rathbun and Sarah Schroeder
- The subcommittee has received some funding from the Office of the Provost to begin addressing issues.

**Blackboard (Bb) & LMS Taskforce Update**
- An LMS Task Force, chaired by Paul Foster and Greg Lloyd, was formed to begin discussing next steps. They had an all-day engagement in December for Blackboard to share their roadmap for Ultra (the next Bb version) and product line.
- The Blackboard CEO changed the first week of January.
- eLearning has a 3-day follow up academic planning technology event planned 1/27 – 1/29. Select faculty and staff representing all campuses are invited to attend.
- The LMS Task Force will be actively engaged with the LMS assessment.
- Expect approximately two years before Bb Ultra is prime time.

**Blackboard Access for Athletic Advisors Update**
- Joe Lucky, Athletics, and Chris Edwards presented the pilot details to Faculty Senate.
- Dave Rathbun is the eLearning point person for the pilot.
- The pilot will start as opt-in for faculty with student athletes only.
- Communication from eLearning staff and Athletics team will be going out to faculty explaining rationale and details.
- Jason Green, Internal Audit, will perform informal audit of pilot process.
- Level of access to courses in Bb is observer role, which is read-only for the specific student.
eLearning Backpack Update – Co-leads Deb Brandenburg and Mike Mitchum
- The December Backpack community of practice (CoP) meeting was held on Wednesday, December 9th with 13 backpackers in attendance (10 members from cohort 2 and 3 members from cohort 1).
- Suggested topics for future meetings included demos on: Wacom tablet, Camtasia software, using the Swivl, and flipping the classroom.
- The project has received national exposure.
- We have two Apple iPad Pros for testing.
  - If the iPad Pro is sufficient to replace the Wacom tablets, we can realize a savings by issuing those instead of an iPad and a Wacom tablet.
- Plan to communicate the RFP for Cohort 3 in early April so that awards can be made prior to summer semester, allowing for better faculty preparation for fall semester.

eTextbook Working Group (New) – Co-leads Mark Solomon (Sol) & Jason Day
- Mark Solomon (Sol), Associate Director, Retail Services, Campus Services and Jason Day, CEeL, will co-lead a working group out of the eLearning Committee to do a formal evaluation of the top products in the market and make a recommendation on a platform.

LMS Subcommittee Update - Co-chairs Deb Brandenburg and Don Hodges
- Has a meeting scheduled on January 25 to discuss course retention.
- They will create a document for faculty to review current data processes and explain options when data is moved out of production.
- Goal is to have a draft document ready by February eLearning committee meeting.
- Document will explain DIY exporting, archiving, and storing course information.
- They plan to present final recommendations to eLearning committee by June 2016 meeting.

Learning Technology Support Team (LTS) – Manager Emanuel Lewis
- Responsibility for meta-courses transferred from the Bb sysadmins to the Learning Technology Support team.
- They created 200+ courses for spring semester.
- Student worker (Matt Mullins) is working with Paul Foster to develop 3D visualization to assist the Help Desk identify support issues.
- The Blackboard auxiliary support desk has five (5) advisors trained for UC.
- The LTS team met with the Bb auxiliary support group on January 6th to review quality issues and they plan to meet regularly with them.

Online Learning Subcommittee - Co-chairs Melody Clark and Eugene Rutz
- Online Learning subcommittee is drafting basic recommended content as a boilerplate for all online courses.
- New courses will needs to go through formal review and approval process.
- Next step is to present to the academic committee chaired by Gigi Escoe, Vice Provost - Undergraduate Affairs.

Video & Digital Media Subcommittee (New) - Co-chairs Tina Meagher, JP Leong, & Steve McKinney
- This subcommittee was formed to combine the WebEx, Kaltura, and Echo360 project teams.
- Statistics from fall semester 2015 for the services supported by the new subcommittee:
  - WebEx
    - 4,571 sessions
    - 11,279 attendees
    - Sessions lasted a total of 226,335 minutes
    - Sessions included a total of 499,273 attendee minutes
    - 8,321 attendee hours
- **Echo360**
  - 5,841 lectures captured
  - 126,665 lectures viewed

- **Kaltura**
  - 16,562 videos played
  - 324,423 plays
  - 60,551 hours of video viewed

  - With this level of usage, the services have transitioned from pilots to mainstream.
  - The subcommittee will meet monthly and have campus-wide representation.
  - A new Library position scheduled to start late January, Scholar Communications Coordinator, will be responsible for Copyright and Teach Act laws, and will be a member of the new subcommittee.

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**Center for Excellence in eLearning Updates**

Thanks to the support of faculty, students and staff around the university, eLearning tools played a significant role in teaching and learning during fall semester 2015.

Celebrate these early partnerships, and discover more of the eLearning resources available at the Center for Excellence in eLearning’s **Open House, 1-4 p.m., Tuesday, Jan. 26, in Zimmer Hall, Room 410.**
January eLearning Champion: CEAS Assistant Professor Todd Foley

CEAS Assistant Professor Todd Foley found that more active learning solutions in co-op courses facilitate the experience-based learning essential to the field of professional practice.

Foley won a $250 honorarium for the Provost for his work in demonstrating eLearning excellence. To nominate a faculty member to be an eLearning Champion, include the instructor’s name, course title and description of their innovative use of technology in an email to ucitpio@ucmail.uc.edu.

Co-sponsored by the Office of the Provost, the Center for Excellence in eLearning (CEeL), and Center for Enhancement of Teaching & Learning (CET&L) this award honors a faculty member who applies technology in innovative and effective ways to enhance teaching and to improve student learning. The award comes with a $250 honorarium; eLearning Champions are also eligible to become the Annual eLearning Champion – an award that comes with a $3,000 honorarium.

eLearning Speaker Series, Thursday, Feb. 11, 9:30 a.m., TUC 400B&C

Dr. Matthew W. Stoltzfus, Chemistry Lecturer and Digital First Faculty Fellow at the Ohio State University, will present “Active Learning in the Classroom: Lessons Learned and Best Practices to Increase Student Engagement.”

Jason Day - Senior Instructional Technologist - IT@UC – CEeL Design Team

January 4, 2016 Jason Day transferred from CoN to IT@UC Center for Excellence in eLearning (CEeL), reporting to Paul Foster. His new office is located in 310 Zimmer Hall.

Jason is a certified Apple trainer and his primary role will be to manage the campus-wide mobile device program. The goal is to have every student have a mobile device and be able to take advantage of eBooks.

The University and Athletics is funding the mobile device program for first generation students (Gen1) and student athletes.
Research & Development Committee
COMMITTEE UPDATE FOR IT COUNCIL
JANUARY 2016

CCHMC’s Requests: HighSpeed Networking and Tableau licensing

- High Speed Networking: Jane Combs contacted Paul Schopis, Interim Executive Director and Chief Technology Officer at OARnet, who facilitated a meeting with OARnet engineers. The meeting resulted in an immediate temporary increase from 100Mbps to 1 Gbps bandwidth of CCHMC’s existing Internet2 network connection. The usage on the network will be monitored over the next two weeks in an attempt to gauge the actual need. Michal Kouril will be working with researchers to transmit their large files as part of the test. Michal, Jane and Bruce Burton will be meeting with OARnet again the first week in February to plan for next steps.

- Tableau Licensing: Jane is also working with Gary Casson, the UCIT Manager for Strategic Sourcing, to see if Children’s can use UC’s Tableau license.

Sensor Research Retreat – Phil Taylor

- A Sensor Research Retreat was sponsored by the Office of Research on Friday, January 8, 2016. The retreat committee was made up of a representative from each of the major sensor groups which contributed to the success of the retreat.

- They had several speakers from industry in attendance and 15 speakers from all different disciplines gave 5-minute updates on their activities using sensors. The retreat provided an understanding of what is happening on campus with sensing.

- Topics included wearables, electronics for sensing air and body temperature, water, etc. There were 100+ attendees with 30 posters. The retreat was a huge success and is evidence that there is a diverse sensor community on campus. Possibly planning a symposium in the future.
Makerspaces & Prototype Development – Steven Doehler

- Steve Doehler provided an update on discussions with DAAP, UCIT, and CEAS about Makerspaces and prototype development. Steve joined the MakerSpace discussion last semester and the colleges formed a committee to develop the idea; they are meeting monthly.

- Two models were discussed for the center
  1. An educational/training based model
  2. A rec center based model – where users can use the equipment anytime

- Makerspaces are being included in other universities in their student housing, for example the University of Utah. Committee would like to find a location that is easily accessible to students (on Main Street) and is highly visible. They plan to visit other MakerSpace sites to see other installations.

- UC’s club gaming community (largest club group at UC) may be interested in a Makerspace as well.

- One of the barriers to opening a center is that some of the tools include laser printers, table saws, and other possibly dangerous equipment which will require training. UC doesn’t have classes for this type of experimenting so they will need a location to work on design skills for 3D printing, nanotechnology, leather making, and other experiential learning tools.

- Next Steps:
  1. Define the need and create a plan
  2. Find funding
  3. Identify a location – meet with UC Architect’s office to discuss possibilities


- The committee discussed sending the survey from the associate dean of research in each college instead of from the committee to obtain better participation. Need to expand and clarify the definition of HPC before sending the survey out.

- An HPC center at UC would augment services offered by the state of Ohio’s Supercomputer Center (OSC), not replace those services.

- Brett Harnett will send the survey out to CoM first to see what type of responses and feedback they receive. Brett will share results with the committee to help determine if survey changes are needed. Except for CoM, need to include students (particularly grad students) in the survey.

Need to Identify Computational Research Needs and Communicate Computational Research Services
• The committee discussed progress on the Research Hub and the possibility of using it as a vehicle to get input from the research community and to distribute information regarding computational research services available. It hasn’t been funded yet because the idea is too massive. Developing the research hub requires more work than the scope of this committee’s charge.

• Suggestions from the committee to move forward included:
  o Doing more outreach to get people on board with the idea
  o Creating some type of an online forum for discussion
  o A research knowledge base (KB) or possibly a simple indexed wiki.
  o Contacting other universities to see how they support their research community.
  o Develop a communication plan if a platform is found, also need an input mechanism to share ideas across stakeholders

NSF-Funded Cyberinfrastructure (CI) Engineer and Educator (CI2E) position awarded

• Co-PI’s Bruce Burton and Jane Combs received $400,000 from NSF to fund a Cyberinfrastructure (CI) Engineer for two years. This position will be key to the development of computational research services and infrastructure at the university. They will be part of a national community of CI Engineers supporting and enabling the secure creation, storage, management, transfer and discovery of research data.
• Their duties will include the support and expansion of the UC ScienceNet (high speed, research data dedicated network), providing ScienceDMZ workshops and curriculum for CECH IT Network courses, and working directly with researchers to understand their computational research needs in an effort to increase knowledge creation and research funding at the University of Cincinnati.
• The position will be posted by the end of February, 2016.

UC Research Institute Update – David Linger

• Sara Geis is the new Business Development Manager for UCRI, David will hand off some of his responsibilities to her.

• Until the old Sears building is renovated, the UCRI Medicare Call Center may temporarily move to GRI building in Reading. David met with Mary Beth McGrew, Campus Planning, before the holidays and the Sears renovation project is on schedule. The new UCRI center should be open one year from now.

Inaugural UC Data Day Event Scheduled for April 5, 2016 – Kristen Burgess

• Kristen Burgess announced the Inaugural UC Data Day, sponsored by UC Libraries and IT@UC, will be held on April 5, 2016. The keynote speaker is Mike Huerta, Associate Director of the US National Library of Medicine for program development at NIH. There will be a panel of 6-7 researchers and graduate students discussing their innovations and challenges with Big Data. Research Service Providers will provide a panel to discuss their service offerings during lunch.
These providers include IT@UC R&D, UC Libraries Informationists, Office of Research Strategic Project Implementation Office and others. A website with more details will be available soon.
Core Services & Shared Infrastructure

UPDATE FOR IT COUNCIL

January 14, 2016
10:00-11:30AM
University Hall, Room 610

- Group Discussion: How do we position this committee to review or get involved with core service and shared infrastructure projects within IT@UC?
  - Invite representatives from other IT Governance committees to attend our committee meetings
  - Look for partnership opportunities to consolidate purchases for core infrastructure equipment
  - Develop comprehensive service catalog, including services offered by IT departments.
  - Assist with establishing a Renewal & Replacement (R&R) plan for capital equipment

Core Services & Shared Infrastructure Committee

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Committee Co-Chair
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Current Committee Members
Eric Anderson
Adam Chekour
Nathan Eberhardt (GS)
Jesse Fatherree
Dominic Ferreri
Gary Grafe
Richard Grant
Kenneth Hirsh
Anthony Iacobelli
Vinit Kumbharkar
Kerry Overstake
Rachel Frankel
Stephen Young

GS indicates the member is a graduate student
Information Security Update

Don’t Get (Ph)ished!

Cyber criminals constantly (ph)ish for access to your personal information. They cast their nets wide--more than 100 million malicious emails find their way into inboxes each day. Their target: your username and password.

Protect your identity; protect your finances; protect yourself.

• The University of Cincinnati will NEVER ask for your username, password, or social security number via email.
• Do not click on links in suspicious or unfamiliar emails.
• Do not open attachments from people you do not know.
• When in doubt – ask! Forward suspicious messages to abuse@uc.edu.
# 2016 Regular Meeting Calendar

<table>
<thead>
<tr>
<th>Regular Meeting Dates</th>
<th>Notification of Agenda Items and Meeting Materials Due to the Office of the CIO</th>
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<td>Wednesday, Feb 24, 2016</td>
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<td>Wednesday, Mar 23, 2016</td>
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<td>Wednesday, Apr 27, 2016</td>
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<td>Wednesday, June 22, 2016</td>
<td>Thursday, June 16, 2016</td>
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