Date: Wednesday, January 24, 2017
Time: 8:00 AM - 9:30 PM
Location: University Hall, Room 420B (Collaboration Space)

Present: Annette Ready, Ken Hirsh, Dana Drage, Brian Verkamp, Vernon Jackson, Adam Chekour, Paul Foster, Jane Strasser, Brett Harnett, Eileen Strempel, Nelson Vincent, Sally Moomaw, Dom Ferreri, Bruce Burton, Lorre Ratley, Bo Vykhovanyuk, Christine Ackerman

Guests: Tina Meagher, JP Leong, May Chang

Apologies: Bob Ambach, Xuemao Wang, Mary Beth Mcgrew, Victoria Wangia-Anderson, Nicola Ziady, Bashir Emlemdi, Arun Muthusamy,

1. Review and Approve Minutes (attached - Nelson Vincent)
   a. Brett Harnett moved to approve the minutes: Paul Foster seconded the motion. The motion passed.

2. New eLearning Committee Co-chair, Adam Chekour (Paul Foster)
   a. Adam has served on R&D and CSSI committees in the past. He is a professor at UCBA in Math, Physics and Computer Science department.

3. Bb Upgrade Update (Paul Foster)
   a. Prior to winter season days UC upgraded Bb to Q2-2017 cumulative 4 release. Messaging about the upgrade was widespread and eLearning received feedback about it through the new messaging tool in Bb. The new messaging tool, EesySoft, is a 3rd party product in Bb that allows pop-up messaging. Also allows KBs to be brought into Bb along with ability to submit tickets to help desk from within Bb. Also monitors clicks on the help page.
   b. Box View replaced Crocodoc (uploads documents to the cloud to be captioned and then downloads them in Bb) but there are some issues.
   c. Paul will send IT Managers a known issues communication
d. Plan to perform more frequent Bb upgrades.

   a. See attached recommendation.
   b. The task force developed a strategy for instructional tools with multiple phases of implementation.
   c. Kaltura is most heavily used because of ease of use. Students are creating videos for assignments.
   d. Task force is a mixture of faculty and staff.
   e. Created five pillars:
      i. Best Practices
      ii. Building common toolset
      iii. Resources
      iv. Media Fluency
      v. Communication
   f. Have a 3–5 year plan.
   g. Have a dedicated room on 5th floor Langsam Library for video.
   h. Plan to have 4 labs, including east and branch campuses.
   i. Plan to develop a media liaison in each college to act as mentor.
   j. Eileen Strempel suggested to include a task force member who specializes in accessibility.
      Having a point person on the task force for accessibility would help connect all the dots.
      i. A plan for captioning has been presented to the UC Accessibility Network.
      ii. JP Leong and Dave Rathbun work closely with the Accessibility Network.
      iii. Suggest change best practices pillar to say accessible best practices.
      iv. Need to get message to faculty on why and how we prioritize captioning.
   k. Sally Moomaw asked Tina and JP to present their plan to Faculty Senate.
   l. How does video strategy align with common tools project that IT Managers committee is leading? It plays a small role with no emphasis on specific tools. Common tools will focus more on collaboration tools (WebEx, SharePoint, Box, etc.). Focus group for common tools project will take place in February. Brian Verkamp and Dom Ferreri will have a report to bring to IT Council after the focus groups meet.
   m. JP and Tina are not asking IT Council for a financial commitment, rather an endorsement of strategy. IT Council endorses the strategy.

5. **Capital Infrastructure Update (Bruce Burton)**
   a. Have ordered network switches.
   b. Will provide multiple avenues of communication.
   c. IT Managers and building coordinators will serve as liaisons in colleges for this project.
   d. Cincinnati Bell will partner with UCIT to install the desktop phone.
   e. Type of phone is up to user – can have an application on your desktop computer or on cell phone (can set hours that cell phone will ring). Voice mail will be tied to email.

6. **Data Center Maintenance Shutdown Update (Bruce Burton)**
   a. 12/28 shutdown for electrical work. Several other items were addressed in collaboration with Business Core Systems. UPS problem was fixed.
b. During shutdown Catalyst, email, AEM, and authentication services were transferred to the SOCC so that they were still available. Bb was not transferred to SOCC but it will be during future maintenance shutdowns.

c. Maintenance will occur a couple of times a year to ensure equipment is properly serviced to ensure business continuity.

7. Trickbot Malware Update (Bo Vykhovanyuk)
   a. UC had outbreak on 12/20. Affected Windows 7 and below. It is a worm, which means it spreads itself across the network. Bursars Office, Student Accounts. P+D+C, and some HR offices, were completely shut down due to the Trickbot malware.
   b. The virus was mining for crypto currencies.
   c. OIS & Client Service units worked with McAfee to create custom updates to catch Trickbot malware and remove it via EPO. For computers outside of EPO, McAfee is not able to clean them. Windows 7 cannot be fixed permanently with a patch but versions 8 and 10 can.
   d. Expect to see more viruses like this. UCIT is working with President’s Office to develop an upgrade plan for whole campus to allow for central management of viruses with McAfee EPO.
   e. UC was one of the first sites to be hit with this virus. It exploits the file sharing capabilities of older versions of Windows and works in the background so it is hard to detect. This version of virus used all computer resources which alerted user of a problem. Future viruses will not do that, which will make it harder to detect.
   f. Communications are being distributed across campus to inform users of the resources available to proactively avoid future occurrences.
   g. With the network upgrade, the NOC will be able to quarantine segments of the network that are affected by a virus to contain it.
   h. Duo multifactor authentication is a defense that is being implemented at UC.

8. Adjournment
   a. Committee adjourned at 9:32 AM.