IT Council Committee
Meeting Minutes

Date: Wednesday, July 25, 2018
Time: 8:00 AM - 9:30 AM
Location: University Hall, Room 420B

Present: Annette Ready, Brian Verkamp, May Chang, Dale Hofstetter, Vernon Jackson, Paul Foster, Jane Strasser, Nelson Vincent, Christine Ackerman, Dom Ferreri, Lorre Ratley, Sinna Habteselassie, Cynthia Ris, Victoria Wangia-Anderson, Bo Vykhovanyuk


1. Review and Approve Minutes (attached - Nelson Vincent)
   a. One noted change from the previous minutes is to correct the Bb version; Jane Strasser moved to approve the minutes; Brian Verkamp seconded the motion. The meeting minutes were unanimously approved.

2. Welcome New Members (Nelson Vincent)
   a. Nelson welcomed Dale Hofstetter, Director IT, UCBA to IT Council.

3. Collaboration Tools Task Force Update – Office 365 Migration (Brian Verkamp & Dom Ferreri)
   a. IT Managers committee voted to move forward with a standardized set of tools. Brian and Bo are working with IUC, Office of Research, and OGC on contract issues concerning security issues. Two tools to review; OneDrive and Box, and MS Teams and WebEx. Will work with eLearning Committee to form a testing team to make a determination.
   b. Office365 has minimum requirements. Will need to evaluate current state to determine what versions of Windows are in use. Migrations will take place at night. Export control data require that all UC cloud data stay inside USA. Need to ensure the IUC contract has this provision.
   c. Provost Nelson is asking for UC intranet. Michelle Ralston and Jon Adams are leading that effort. Office365 environment will likely support it.
d. Working with Faculty Enrichment Center to develop intranet to ensure it meets academic needs.

e. One advantage to using MS Teams would be to allow students and faculty registered for a class to automatically become a team for seamless communications.

f. SharePoint licensing will be included with O365, so current monthly fees for departments using it will not be needed.

g. Brian will send Jane Strasser a copy of the IUC MS contract for her review and feedback.

4. LMS Update (Paul Foster & Adam Chekour)
   a. Recent Bb Outage
      i. SOCC and on campus installation Oracle database became corrupt (cause unknown) and caused a Bb shutdown. Oracle spent 60+ hours and eight attempts to reinstall database. There was some data loss. EAT is working with faculty and students to help them recover from loss.
      ii. Oracle has been reconfigured. BCS will work with the Bb and Oracle support teams to help avoid future disruptions or in the case of a failure to avoid data loss.
      iii. Bb is hosted locally. Ultra Bb version and other LMS systems are cloud based and offer more redundancy.
      iv. More than 700 calls to Bb and UC Helpdesk. Also making changes to UCIT’s communication strategies.

   b. Future Bb Updates
      i. Q2-2017 CU6 with a security patch update successfully applied on July 4th.
      ii. We may upgrade to Q2-2018 CU1 during Winter Season Days. Q2-2018 CU2 was just released yesterday. Will consider both versions for migration during Winter Season Days.

   c. LMS Pilot
      i. A pilot was just approved by senior UC leadership with Canvas. Considering a spring pilot with 30 faculty. Support plan is being developed.
      ii. Canvas will not resolve all problems but is an improvement over Bb according to peer institutions using. Expect a minimum of two years to transition.
      iii. There will be a faculty co-chair for the pilot and transition committee. Need a cross-section of faculty participants with focus on partnerships with Instructional Designers. Will work with Faculty Senate to help find faculty. Need varying sized of classes to pilot it.
         1. EAT will help participating faculty develop a back-up plan (possibly on Bb) in the event of a pilot failure. Preparations with selected faculty will start in October to be ready for spring semester.
         2. Plan is to include 25 – 30 courses.
3. EAT will work with student government to hold usability sessions of pilot with students.
4. Meetings will start with Canvas next week.
d. Ally Pilot Update
   i. Successful spring pilot and has been licensed through the Accessibility Network. Product offers more options for students; offers content conversion to Braille and to MP3.
   ii. Over 400 institutions are using Ally.
   iii. Need to make all Ally content options clear to students. Communication will be included in Back To School messages.
   iv. Institution reports all core courses. Top 3 issues are no alt text, contrast issues, and...
   v. Ally reports for faculty include guidance for faculty to improve content accessibility. Students see link offering accessible versions.
   vi. Accessibility Network will work with Student Government to setup workshops for fall semester to help students understand all the options.
e. Canopy Portal Page Update
   i. New dynamic
   ii. In two years, new phone system, LMS, Canopy and other UC apps will be more mobile friendly.
   iii. Phase 2 portal will offer customization for faculty and students to determine options.
5. Capital Infrastructure Update (Brian Verkamp)
   a. CCM and Rhodes wired refresh is done. UCIT and contractors are testing wireless. Kowaleski wireless has been successfully done. Apple devices on wireless will need to reauthorize device. This will be included in future communications.
   b. Wireless access point updates will happen during business hours. New access points will triple the number of wireless connections.
   c. Meeting with D+C+P to separate housekeeping closets with network closets. Some new closets will need to be built. Working on identifying all the needs now. There will be security improvements to closets.
   d. Wired refresh is still being done starting at 4 AM and finish by 8:00 AM. Ahead of schedule right now which will allow for moving up the wireless project by as much as two months.
   e. Phase 3 will be phone update, scheduled for next year.
6. EIT Accessibility Update (Annette Ready)
   a. A complete list of who has completed the accessibility training course (in Bb) is due to Office of Civil Rights (OCR) on September 25, 2018. Approximately 1100 people have completed it so far. Expect communication in next few weeks for a reminder. Anyone who has access to web content, develops or maintains electronic curriculum, or purchases IT products is required to complete the training. The training is a five module course that takes approximately 30 minutes to complete and includes an overview of the policy. Reports will be
issued in August for course completion by college. Send early or follow up requests for reports to Annette.Ready@uc.edu.

7. Announcements
   a. Catalyst Upgrade to 9.2 in October. Will be down for 4 days during UC Reading Days. Annette will invite a Catalyst representative to the August IT Council meeting to provide an update.

8. Adjournment
   a. The meeting adjourned at 9:23 AM.