Members in attendance: Casandra Cox, Paul Cronan, Norman Dennis, Garrett Jeter, Beth Juhl, Miran Kang, Frank Liu, Carla Martin (Provost designee), Chris McCoy, Derrick Mears, Cheri Poellot, Jeff Pummill, Mandel Samuels, Joe Scribner, Randy Thompson, Teresa Waddell, Linda Fast

Members absent: Scott Biehle, Polly Parnell, Eric Roberts, Jason Tullis

Visiting Committee attendees: Paige Francis, David Bruce

2:02 p.m. - Meeting called to order by the Chairman Frank Liu

<u>**Announcements**</u>

1. Welcome and Introduce new CAC members
    - Graduate Student – Garrett Jeter – ENGL Depart. Last 2 months of dissertation.
    - COEHP Derrick Mears
2. Provost office is working to include more student reps.
3. Randy Thompson is taking on the role of chair in the IT Infrastructure and security Committee in replacing Eric Roberts.

Teresa Waddell requests we amend the minutes from 20 voting members to 21.

Motion with amendments, second, and approval of the minutes for the September 20, 2017 meeting.

<u>**Old Business**</u>

Classroom Technology Committee Report – Mandel Samuels

Classroom Technology Minimum Standard – recommendation distributed.

Open for questions – Emphasized this represents the minimum configuration for the standard rooms.

- o Overview of the minimum standards as it relates to physical space.
- o Some discussion and questions about the need
    - ▪ functionality for remote access.
    - ▪ for multiple HDMI and VGA
    - ▪ mics and catch box for smaller rooms
- o Overview of Changes happening already
    - ▪ Removal of Chalk/Smart boards
    - ▪ Placing white board and projector screen separate
    - ▪ TV monitors installed to replace projectors.
    - ▪ Brighter projectors installed in some classrooms.
- • Question: Should we mention that there are smaller spaces that aren't able to fit this mold should this phrasing be included in the recommendation. Paige confirms we'll include an executive summary.
- • Comment: This is the bench mark but not a limiter by any means. Technology can broaden and stretch where possible as long as the minimums are met.

    To complete the survey process, have the CIO write the survey respondents about the feedback and outcomes that resulted from their respondents. Keep up with the CAC through our website. Continue engaging the CAC. Encourage your faculty to get back to their IT people.

Jean Mitchell offered a presentation about 25live and how powerful it is should we be interested. Facilitating a larger campus meeting and establishing routine training sessions on the environment so individuals understand it. Perhaps a lunch and learn. The system has high capability and functionality but also at present high complexity. We can refine it in a way that makes it simpler and more understandable to use.

Serves also as an:

- o Inventory tool
- o Refresh date

The need is there to blend the needs in R25 and UAConnect.

Faculty can be empowered to check the technology and request we can bridge this gap and figure out the how

> *"How can we make the experience easy, reliable, results in good scheduling?"*

Good start to our governance process.

Motion to the council to adopt and advance this recommendation as the minimum standard for classroom technology into the governance process.

Discussion.

Email is only to close out the survey to say thank you and we've made progress. Not to bypass the
Have the relevant stakeholders seen this?

We need to approval of the council to adopt this recommendation as the minimum standard for classroom technology.

Vote: 17 counted for this recommendation of 20 attendees at time of vote. Next steps to be carried forward by the CIO to the faculty senate, student body

CAC annual IT survey and CAC website – Teresa Waddell

Request for updated committee membership info from

- Administrative IT
- IT Infrastructure and Security

Updates provided surrounding the survey included outlining the parameters to work within while preparing this survey. Teresa is meeting with Leah Lang, with Data Analytics team for Educause during the conference to discuss tools and resources available to us in this process. Involving Samuel King, Technology Innovator for campus in the discussion.

IT Infrastructure and Security Report – Randy Thompson & David Bruce

Cybersecurity policy – that has been drafted at a higher level. The language within will be brought forward.

Committee is prepared to move it into the governance workflow.

Alan and David will draft a cover memo to push it through the governance process. Alan will be further drafting underlying policy within.

CIO states it would be good if we can get the recommendation brought forward by the committee by next meeting so we can move it through the process of Governance to give time for comments and return it to executive committee with any comments before they finalize the adoption.

Research IT committee Report – Jeff Pummill & Paige Francis

The tool exists for capturing software licensing but we need to refine.

The last committee meeting had standing room only because they see things are moving forward. The committee was asked and they seem prepared to bring forth the recommendation as an action item for the council.

Next meeting welcome guest speakers Jon Kelley with VDI and Clay Greninger with Finance IT to demonstrate the software and its benefits. The charge was to endorse it or say no. Identifying the specific software was not in scope.

Recommendation by November meeting.

Administrative IT committee Report

For the task of Password management, the committee met with Alan Greenberg the new CISO. Committee is awaiting Alan to going to submit a policy draft to the committee to adopt the last government practice from NIST that was issued las year. New guidance says change passwords only when it's warranted. The expected policy will be the removal of the requirement that passwords be changed in very set time cycles. There will be parameters for individuals to be contacted to change their password such at times of compromise. And security of the passwords.

Question: Debate of Special characters and numbers vs. just longer passwords. Ultimately, what constitutes a good and strong password? And what about pass phrases?

New business:

Gmail vs. Outlook

Student email is Google and faculty is MS Outlook and Exchange – should this converge to one system or live independently. Discussion has occurred in the past but no recommendation. Issue a committee assignment to start the governance process. **Infrastructure and Security has already been assigned this initial discussion.** Student representative stressed that the students would like to keep the Gmail, but they want access to google docs and not to lose that resource. What is the realistic possibility for both to co-exist and be user friendly for faculty and staff to use?

An official recommendation needs to be put in motion around this and be put forth through the process.

Faculty voice suggests they want to stick with outlook.

November CAC Meeting

November meeting the Chairman is out for travel. Chris McCoy will run the November meeting.

December CAC Meeting

There is no regularly scheduled meeting for December since it lands on the same week as the winter break begins for campus.

Closing comments

- Regarding the governance process, the groups we go to, they are providing feedback and not making decisions. The purpose is to solicit feedback only to make the recommendation better.

3:09pm Meeting adjourned

Minutes respectfully submitted: Teresa Waddell