

**Technology Planning Committee Minutes**

April 15, 2021
9:00am – 10:00am

**Members Present:** Erik Sorensen, Paul Chown, Darius Kalvitis, Cathy Cox, Tom Cossey, Brian VanPelt, Jose Ramirez and Jessica Herrerra

Erik called the meeting to order at 9:00 a.m.

Erik reported updating the web page to add the minutes. The meeting link will be added to the TPC site for the next meeting and will include the agenda and minutes. There is no Evok update at this time.

A motion was made and seconded (Cox/Kalvitis) and carried unanimously to accept the minutes of the March meeting as presented.

**Agenda Items:**

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| **Item** | **Facilitator** | **Time** |
| **Canvas Student File Space** – Tabled for Reno | **Reno** | **9:05-9:15** |
| **Zoom Sub Accounts**Erik reported that we are looking into a Zoom sub-account with branding, also allowing more control. Additional control includes account re-visioning and SSO for users. Jose will control features such as saved files, roles and the dashboard. The Chancellor’s Office previously had control.Darius expressed concern for the I.T. staff taking on extra work. Jose told him the sub-account would actually streamline the process.  | **Erik** | **9:15-9:20** |
| **Teams Update**Jose reported that the Teams Update has been going more smoothly. Zoom and Teams are competing technologies, and both tie into Canvas.Jose has another meeting next Friday with Microsoft engineers. An organizational structure will be completed. Files can be shared by department. Erik will coordinate trainings.Darius questioned how the video conferencing and file sharing will affect students. Jose explained that all students will be rostered within Teams and automatically enrolled.Erik discussed the one drive access and unlimited storage, and consideration is being given to the learning curve and how to roll it out. Jose said there is still lots of back end work to do.Darius asked about smart phone access. Jose stated that the historical data in Teams stays there. He reiterated the need to stop the use of Google drive, as there is no way for I.T. to protect the institutional data stored on Google drive. Erik said if we changed our phone provider, Teams could be used on smart phones. There would still be office phones on desks.Darius stated that this looks wonderful from a faculty perspective.Jose finalized by saying that Microsoft is using Teams as their core. | **Jose** | **9:20-9:35** |
| **Return to Work**Erik discussed developer Optum HQ which is an on campus screening app. The app consists of user intervention, an app on the phone, a questionnaire and QR codes on buildings. Bluetooth beacons across campus reports the phone as someone walks across campus.Erik discussed benefits such as guided tours through campus, and Science Night.Cathy discussed a daily help self-assessment (Covid) that is separate for vendors and guests.Darius discussed an anti-vac culture, and anti-contact tracing vibe in students. Cathy stated that face to face instruction is a privilege and requiring vaccination or contract tracing is not a bad thing. Darius said he supports all efforts to keep the campus community safe.Erik said it would allow maintenance to send custodians to more populated areas. HSU is taking no steps for contact tracing. Jose said it may be a moot point by August.Erik pointed out the need for more Wi-Fi coverage on the P.E. fields, quad, dorms, tents and LRC. He is also seeking solutions for increased cell coverage around campus. Darius asked that the CDC be included in the list. | **Erik** | **9:35-950** |

1. **Future Agenda Items?**
	1. **AR 3720 2.3 Confidentiality. Trainings for Encryption.**
	2. **Implementing AP3720-29.**Erik reported no update on future agenda items. He will add the new Web Builder.
	Erik stated he was unaware if there was a specific A.P. that discusses P.C. Accessibility. The committee may be tasked to come up with something.

Cathy discussed upcoming I.T. Security Workshops and day two addresses accessibility, procurement process and assessment. The workshop is virtual and there is still time to register. She suggested getting the Business Office involved. Paul stated that needs to come from the Administration. Darius mentioned the CRFO discussion regarding Distance Education and where the responsibility lies. Jose discussed funding issues, and additional initiatives that stand in the way.

Cathy reported that she will be leaving at the end of June, and the committee needs to find a new representative from Management Council. Darius stated that he would be happy to serve another year. Erik stated that representation is needed from faculty and students.

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| Adjourn |

There being no further business, the meeting was adjourned at 9:59 a.m.

Next Meeting: May 20, 2021