

ITPC – Meeting Minutes

Date: December 12, 2014	<p>Present: Mary Jo Baisch (Presiding), Dylan Barth, Noelle Chesley, Rachel Daniel, Madhusudan Dey, David Frick, Mark Jacobson (x-o), Jim Kavanagh, Laura Pedrick (x-o), Stephen Pevnick, Gabreil Rei-Duval, Lisa Silverman, Regina Smith, Hyejin Yoon</p> <p>Excused: Beck, Datey</p> <p>Others present: Thomas Bunton, Shane Dunlap, Tamara Edmond, Joe Friedel, John Goodman, Tim Gritten, Kevin Jahnke, Alex Hardy, John Hubbard, Homer Hurby, Scott Kleba, Keith Kunkle, Elizabeth Leake, Ed Melchior, Bobby Jo Morse, Ann Nehring, Scott Purl, Beth Schaefer, Jim Schultz, Chris Spadanuda, David Stack (reporting and representing Bob Beck)</p>
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Agenda Item	Discussion	Action/ Conclusion/ Rationale	Responsible Parties	Date Due
Approval of the November 2014 Minutes	The meeting was called to order at 8:02 am by the Chair, Mary Jo Baisch, who thanked everyone for coming the last day of the semester. Baisch reminded the members that there is no meeting in January. The minutes were moved, seconded and approved by acclamation.	Send minutes to Secretary of the University	David Stack	February 13, 2015
Office 365 Update	<p>Bobby Jo Morse reported that there have been additional quality assurance efforts undertaken to make sure that all data that could be copied from pantherLINK to Office 365 has been migrated. Success is based upon the reports generated by the migration tool.</p> <p>Additional communications are underway to encourage everyone to check for messages in pantherLINK that are over 25MB in size because these cannot be migrated due to Microsoft's limits.</p> <p>pantherLINK will be decommissioned on January 23, 2015. Backups of the data will reside on tape.</p> <p>The email conversation view in Office 265 can be turned off.</p> <p>It is perfectly acceptable to use different email applications from different locations. People don't have to standardized on just one method. Joe Friedel explained that some people like the extra features of desktop programs such as Microsoft Outlook, which comes with Microsoft Office, and Mac Mail. The Outlook Web Application, which is accessed through a web browser, is a light, mobile application. There are instructions at uwm.edu/O365 in the</p>			

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	<p>Getting Connected section.</p> <p>Laura Pedrick reported has seen meeting cancellations notices from people who were not even scheduled to attend the meeting. Jim Kanavagh explained that this is why UW-Madison is not even attempting to migrate peoples' calendars to Office 365.</p> <p>A survey of lessons learned from the project will be conducted.</p> <p>The pantherLINK migration project has communicated through multiple media. There were emails every 6 weeks from February 2014 until the migration began in July. Messages were included in the UWM Announcements email broadcast every Monday. Over 1,500 printed flyers were distributed and all-staff meetings were held with academic and administrative departments. Nevertheless, there is still feedback from people who say they did not know it was going to happen.</p> <p>Noelle Chesley suggested using social media to connect with students. The challenge is trying to get mindshare, so repetition is important. Faculty and academic staff are aware that the messages that they send out are not always received.</p> <p>Stephen Pevnick recommended short, entertaining video clips. Kavanagh recommended sticking to a single point in each video clip.</p>			
<p>Web Publishing Tools for Faculty/Researcher Content</p>	<p>At the October 2014 ITPC meeting, Mark Jacobson agreed to help facilitate a working group that would investigate how individuals can create web pages for featuring their research, scholarship, etc.</p> <p>One possibility would be to include migration paths from pantherFILE and other web services to a product like Wordpress that would include UWM branding.</p> <p>A charter was distributed to the ITPC members and Jacobson welcomes feedback from the committee members. The UWM Professional Pages Working group membership is being identified, as well as key stakeholders to serve as sponsors and champions.</p> <p>Homer Hruby explained that faculty members often want web sites for attracting students or disseminating their research to other populations. There has never been a well-supported way</p>	<p>Feedback to Mark on the Charter</p> <p>Agenda item for the next meeting</p>	<p>Committee members</p> <p>David Stack</p>	<p>February 13, 2015</p> <p>February 13, 2015</p>

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	<p>to do this. Thus far, people have to know how to either write html code or use a stand-alone web page editor, which sets the bar pretty high for web novices. The resulting URLs are also not very attractive or descriptive.</p> <p>Jacobson is also working with Bobby Jo Morse and the SharePoint Exploration Team regarding various use cases, including this one. The edublogs service, soon to be rebranded as Campus Press, is another possible tool. It is currently being used for the today@UWM blog.</p> <p>A survey will be conducted after the start of the semester that will include faculty, academic staff, and classified staff. Jim Kavanagh recommended also surveying graduate assistants because they may be the ones who are maintaining such pages.</p> <p>David Frick recommended examining how many people have pantherFILE websites with existing content. David Stack noted that the UWS institutions are moving away from the underlying technology that supports pantherFILE and UWM will need to plan for that as well.</p>			
<p>UWM's App Brewery Services for Research</p>	<p>Mark Jacobson summarized UWM's App Brewery (appbrewery.uwm.edu) as a program that is staffed by students with aid from full time staff that creates mobile apps. It is a partnership between University Relations and the School of Information Science that also includes some students from the Peck School of the Arts and the College of Engineering and Applied Science. The App Brewery supports the UWM Mobile application, including the real time location of the various busses.</p> <p>Another service the App Brewery provides is the development of mobile applications to support UWM researchers who have external funding. Since the services are provided on a chargeback basis, the App Brewery is are willing to work with researchers at no cost during the proposal stage to include an appropriate funding line in the proposed budget.</p> <p>The App Brewery is also working with the Medical College of Wisconsin. They have a Mobile Applications Challenge running for their researchers that is similar to UWM's Digital Futures grants.</p> <p>The committee members had not heard of the App Brewery before the meeting. Mary Jo Baisch recommended the development of a couple paragraph summary of the service. Like O365, there are challenges with getting the word out to the campus regarding technology developments. Dylan Barth recommended publishing case studies or anecdotes. Noelle</p>	<p>Send description of App Brewery to committee members</p>	<p>Mark Jacobson</p>	<p>February 13, 2015</p>

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	<p>Chesley recommended asking department chairs and directors to forward the information.</p> <p>Stephen Pevnick recommended including information on the App Brewery with the Ed Tech proposal solicitation. The Graduate School website was recommended as a publication venue. The App Brewery is also recruiting students.</p>			
<p>New Active Learning Classrooms</p>	<p>Kevin Jahnke explained that the NWQ Active Learning Classrooms (ALCs) will come online for the spring semester and several instructors are already signed up to teach in them. ALCs are different from traditional classrooms because they are set up for student teamwork at tables with the instructor’s station off to the side. Student tables will have laptops connected to monitors that can be replicated on screens around the room. The largest room can support 54 students and there is already interest in bigger facilities. There are also two nearby computer labs supported by the School of Information Studies for application design classes.</p> <p>Introductory sessions for faculty interested in teaching in the ALCs are planned during December and January. Connie Schroeder of the Learning Technology Center is working with instructors and classes from several different disciplines that can make good use of the facilities. The process will be more formalized after the spring semester. Schroeder will also be developing user groups of those who teach in the ALCs.</p> <p>In response to a query from Mary Jo Baisch, most committee members indicated that they were aware of the development of these rooms and the upcoming training sessions. Members heard about the ALCs from the email solicitation within the last week. The ALCs were also discussed last year at the ITPC and have been mentioned in the Provost’s weekly update.</p> <p>Madhusudan Dey asked about 3D displays. Jahnke explained those have not been included in this project and could be incorporated in future projects. All of the laptops have web cams and there are microphones in the room.</p> <p>The software in the ALCs will be the usual classroom suite. Other appropriately licensed software can be installed with some advanced warning. There are software request forms at online labsoftware.uwm.edu.</p>			
<p>Technology Input into the</p>	<p>Mary Jo Baisch, John Jordan, David Crass and Brian Lange and have been looking at the priority issues contained within the background information that was submitted into the UWM</p>	<p>Send suggestions to</p>	<p>Committee members</p>	<p>January 31, 2015</p>

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UWM Strategic Plan	<p>Strategic Planning process. Their working group has been prioritizing those objectives and action steps. Baisch brought the working document back to the committee for review.</p> <p>Baisch directed attention to the section on University Operations and Services and inquired if the highlighted problems could be addressed in some way, e.g., signing documents with ePantherIDs instead of by hand. Baisch would like feedback on these ideas, new ideas, and especially anecdotes of how some persistent problems could be addressed. This information will feed into policy changes that the committee can recommend to the University Committee or the University administration. Suggestions can be sent to baisch@uwm.edu</p>	<p>Mary Jo Baisch</p> <p>Put Teaching and Learning on agenda for next meeting</p>	David Stack	February 13, 2015
Opt-out Procedures for Emergency Notification System	<p>Ed Melchior explained that UWM’s SAFE Alert system contains about 34,000 cell phone numbers. The data may not be accurate and there are limited means for collecting and correcting the information, much of which was collected when students were junior or seniors in high school.</p> <p>The PAWS Core Team would like to update cell phone and text numbers for students during the semester enrollment process. The process will be optional for those who choose to participate beginning with the 2015 fall semester.</p> <p>A greater challenge is how to collect cell phone and text numbers for faculty and staff. There are a number of stakeholders throughout the university, including the UWM Police, but they do not have the authority to collect the data. It would be possible to solicit this information from faculty and staff through PAWS. Stephen Pevnick noted that it would be difficult to solicit via email because of the all phishing scams going around. Noelle Chesley recommended using the my.wisconsin.edu website and/or the library profile page. Meanwhile, concerns have been raised about privacy issues and the sending of texts to people that they have to pay for.</p> <p>Mary Jo Baisch liked the idea of using PAWS for instructors to voluntarily enter their contact information because just about every instructor has to post at a grade each semester for at least one student. Baisch asked committee members if this would be an acceptable approach.</p> <p>David Frick recommended sending emails to faculty and staff that contain links to the UWM SAFE Alert website to see what kind of response is received. In parallel, he proposed notifications in the Provost’s weekly update. Jim Kavanagh recommended adding the solicitation to the digital displays around campus. Frick also recommended adding the</p>	Letter to Mark Mone and Mark Schwartz with the committee’s consensus	Mary Jo Baisch and Bob Beck	February 13, 2015

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	<p>solicitation to the crime notifications that are sent by the police</p> <p>Regina Smith suggested the provost send a heads-up email so that people will know they can trust follow-up solicitations. She also liked using the Provost 's weekly update. Pevnick recommended that email messages have links to trusted systems.</p> <p>Baisch summarized the committee's consensus as:</p> <ul style="list-style-type: none"> - a "heads up" email message from the Provost - a solicitation email from a credible source directing people to a credible source - adding profile update solicitations to PAWS - using my.wisconsin.edu as a future data collection source - alerting the faculty senate <p>Baisch also noted that the SAFE alert system is a cooperative without a service owner. The committee reached consensus that that campus administration should appoint a person or persons to be the service owner(s) for the SAFE Alerts on campus. This will be communicated to Chancellor Mone and Mark Schwartz of the University Committee via a letter from Bob Beck and Mary Jo Baisch.</p>			
	<p>The meeting was adjourned at 9:31 am.</p>			