

Minutes of the UWM IT Policy Committee

Date: March 6, 2015	Present: Chair Mary Jo Baisch and members Dylan Barth, Rachel Daniel, Aparna Datey, David Frick, Jim Kavanagh, Amy Otis-Wilborn, Stephen Pevnick, Regina Smith, and ex-officio members Bob Beck, Mark Jacobson, Laura Pedrick, and guests Thomas Bunton, Shane Dunlap, Keith Emmons, Joe Friedel, John Goodman, Tim Gritten, Brad Houston, Kevin Jahnke, Scott Kleba, Elizabeth Leake (recording), Mary Luebke, Bobby Jo Morse, Ann Nehring, Keith Noah, Beth Schaefer, and Jim Schultz
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Agenda Item	Discussion	Action	Responsible	Due
Approval of the Minutes	Minutes of the December 2014 meeting were approved by acclamation.	Transmit to Secretary of the University	Stack	May 1, 2015
Demonstration of NWQ 1871 Active Learning Classroom	<p>A demonstration of the Active Learning Classroom technology was conducted by Kevin Jahnke. The classroom advisory group is investigating ways to manage the wiring so the tables can be rearranged for smaller group configurations.</p> <p>Laura Pedrick observed that the white board needed cleaning. Jahnke said this had been noted and the white board was a low bid product. Classroom Support is exploring reasons for the problem and potential resurfacing or replacement options.</p>	Improve surface of white boards	Kevin Jahnke	TBD
Educational Technology Fund Proposals	<p>Laura Pedrick said the deadline for Educational Technology Fund proposals was 11:59 p.m. on March 6.</p> <p>The review committee includes three faculty members and one student. Pedrick was disappointed that more students didn't volunteer. The committee will meet within 1-2 weeks to evaluate proposals. Long standing UITS project will be reviewed for continuation, and new proposals will be examined for the broadest impact for all students.</p> <p>Pedrick spoke briefly about the history of the Educational Technology Fund. It is comprised of money that is derived from student fees that is used to fund new access to technology for</p>			

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	<p>all students. Pedrick leads the committee and Stephen Pevnick has been a frequent reviewer.</p>			
<p>Office 365 Migration Evaluation and Next Steps</p>	<p>Bobby Jo Morse reported the Office 365 project team enjoyed a project closing party and the team has collated the lessons learned. John Goodman is now leading Office 365. The Lubar School of Business and Legal Affairs office have yet to migrate to Office 365.</p> <p>The timeline for decommissioning legacy products that are duplicated in Office 365 is being determined and additional migrations and sunseting of legacy services are scheduled including: IronPort spam filtering, PantherFile, PantherLink hardware and Jabber instant messaging. Mary Jo Baisch recommended that communication be broad because there are a lot of emeritus faculty members who use PantherFile. John Goodman explained that once everyone has SharePoint there will be an attrition and gradual exodus from PantherFile.</p> <p>Brad Houston noted that SharePoint and OneDrive will include favorable records retention features. Content types can be tagged and searched. The SharePoint evaluation team is currently compiling a list of the breadth of document types that will eventually be accommodated.</p> <p>Bob Beck reported that the feedback from other universities regarding SharePoint is that you don't want to just open it up without carefully evaluating campus needs first. Otherwise, it could become the wild west.</p>	<p>Migration of email and calendar for the Lubar School of Business</p> <p>Migration of email and calendar for Legal Affairs</p>	<p>Bobby Jo Morse</p> <p>Bobby Jo Morse</p>	<p>March 13 – 15, 2015</p> <p>TBD</p>

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	<p>Regina Smith explained that she uses PantherFile for file relay. The School of Information Studies backs up her videos automatically to PantherFile. She is interested in having a service like this continue.</p>			
<p>IT in the UWM Strategic Plan— Teaching and Learning</p>	<p>The document generated by the working group regarding Teaching and Learning in the Strategic Plan was provided to the committee members for their review.</p> <p>Mary Jo Baisch explained that the highlighted content contains the items that the ITPC brought forward for consideration. UITS also put together material that eventually ended up in the strategic plan. Baisch is looking for examples of stories, anecdotes and histories that demonstrate the various issues and/or unintended consequences.</p> <p>Committee members should identify what doesn't work, e.g., the need for hard signatures rather than electronic. The feedback will be gathered and submitted to the administration for consideration. The goal is to collect the stories, and prioritize the quick wins.</p> <p>Brad Houston inquired if the University is considering implementing digital signatures. Such an effort would involve Legal Affairs.</p> <p>Jim Kavanagh replied that there are a few ways to do digital signatures; either full digital signatures or digital verification where there is no need for a signature. For example, on internal forms the College of Letters and Science has defaults that can be enabled by clicking a button on a web form.</p> <p>Baisch concurred that there are legal, statutory, and cultural considerations. The working group is trying to identify processes that do not have extensive legal requirements.</p>			
<p>Committee Reports</p>	<p>Jim Kavanagh reported that Kevin Jahnke did a similar Active Learning Classroom technology presentation with additional technical detail for the Tech Users Group.</p> <p>Mark Jacobson reported that the Web Publishing Tools Committee has a draft charter and membership roster. The next step is to schedule in-person group sessions.</p> <p>Jim Kavanagh reported that the Cloud Services Advisory Board is recommending the implementation of an asset management system for software for processing and streamlining the software procurement process by empowering technical leaders on campus. It will draw upon examples of existing items that have been approved for purchase.</p>			

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News	<p>Laura Pedrick invited the ITPC members to the Online Program Council Meeting later in the day. The committee is co-chaired by Diane Reddy and includes UITS and Library representation.</p> <p>Regina Smith raised a question about international scholars being limited when it comes to their ability to take online courses. Pedrick reported that federal regulation limits their engagement. For example, a scholar from China studying in Saudi Arabia can't pay for UWM online coursework.</p>			
Adjournment	The meeting was adjourned at 8:51 a.m.			

Dear Chancellor Mone and University Committee Chair Schwartz:

We are writing to convey the recommendations of UWM's Information Technology Policy Committee (ITPC) regarding the S.A.F.E. Alert system. These recommendations are examples of Critical Actions for Operational Enhancements that support UWM's Strategic Plan. They have the potential to significantly enhance the safety of the UWM community through modest investments of staff time.

At their December 14 meeting, the ITPC voted to recommend that:

- Campus administration appoint an individual on campus as the service owner responsible for the SAFE Alert system.
- The PAWS Core Team introduce student checklists.
- PAWS be used to collect and update S.A.F.E. contact information for faculty and staff, which will require frequent, multi-channel communication efforts under the guidance of the service owner(s).

As you know, S.A.F.E. (Safety Awareness For Everyone) is the system used since 2007 to alert UWM students, faculty and staff about emergency conditions that could pose a threat to public health or safety. The following includes the rationale for our recommendations.

At the December, 2014 ITPC meeting, University Information Technology Services Director Ed Melchior presented concerns regarding the registrations for the S.A.F.E. system. Melchior noted that S.A.F.E. was introduced to campus in 2007 as a cooperative service by multiple stakeholders, but it lacks a service owner or owners with the authority to make high-level decisions regarding its operations, procedures and promotion to the campus community.

Presently, there is no proactive mechanism to collect or update contact information for faculty or staff. Melchior noted there are currently 34,000 UWM-S.A.F.E. registrants, but much of the contact information is dated since there are not reliable mechanisms to collect or maintain it. Student contact information is routinely collected during the high school junior/senior application process and isn't refreshed.

Melchior and the UWM PAWS Core Team also advocate the introduction of a PAWS checklist that would invite students to voluntarily refresh their S.A.F.E. data during each semester's enrollment process beginning in fall 2015. Melchior explained that PAWS could also be used to collect S.A.F.E. contact information for faculty and staff.

We would be happy to discuss these recommendations with you at your convenience.

Kindest regards,

Robert J. Beck, Associate Vice Chancellor / CIO
Mary Jo Baisch, Associate Professor and ITPC Chair