### UVU Academic Technology Steering Committee November 5, 2010 Meeting Notes

**Attendees:** Mike Taylor, Laura Busby, Bart Jacobs, Phil Ayhou, David Jordan, Robert Ward, Kevin Young, Toni Harris, Ray Walker, Dan Clark, Chris Russie, Eugene Seeley, Bruce Wilson, Cameron Jarmen, Richard Portwood

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**PBA Priorities** — The Deans are still working out their priorities, especially for staffing. Laura encouraged everyone to go back to their Dean and explain the discussions that took place in this meeting and how the choices were made. Laura has been asked about the positions and has explained to the Deans how the group rated. Since we aren’t getting a lot of traction, especially with the area tech positions, we need to provide the Deans with good information. Laura will be having a conversation with the Deans to refresh their memory on what this group was assigned to do.

**Distance Education Operations Director** — Dan Clark introduced Chris Russie as the new operations director for Distance Education. He just moved here last week and is getting to know his way around. He comes with a lot of good experience.

**Guest Accounts** — IT will publish out to campus a procedure for creating guest accounts. There will be three types of guest accounts: 1) Generic accounts — will be created through an automated system and be approved by Ray, usually on the same day as the request. These will be used for generic functions where multiple people will use it, such as for workstudy students that change each semester. This will include network accounts as well as email. There will need to be a full time employee that will be the sponsor of the account. 2) Courtesy accounts — will be created when there is guest on campus that needs access but they are not in Banner such as ROTC or the Trustees. This account will require a sponsor. Email and network accounts will be created. These accounts will be approved and set up by IDM personnel almost immediately. These accounts are tied to individuals and should be available within 24 hours. 3) Guest accounts — will be for wireless for quick access, that can be set up by the Help Desk; the other is lab based, for people who are using resources for a limited amount of time, such as people attending workshops, patrons of the library, etc. There is a url and the accounts can be configured a number of ways, but they will also be tied to a sponsor. This is especially important if there are minors in the classroom. Guest accounts will be automated and should be able to get access immediately.

This process is currently available. IT will be working with the ATSC to refine the process. Ray will publish the url.

**Media** — Laura will be sending out the list next week of what is currently included in the software image for the media-enhanced classrooms. She would like the input back by Thanksgiving on what should be there for Spring semester. They will be starting to change the loads after Thanksgiving because it is not physically possible to change them all at once. Think about what you want for Wasatch or the National Guard building as well. The deadline will be the same for them. Everyone was encouraged to begin getting their lab imaging information together to help the techs out.

As we have worked with Panasonic, they have given us recommendations about the various bulbs and projectors. There are various factors that influence the life of the bulb that can range from 2-3 months to 6-7 years, such as bulbs left on and wear on the glass/mirror elements for image. The biggest factor on the lifetime of these is heat. The filaments in the bulbs used to be more prone to breakage but the new ones have a bar. Heat wear on the mirrors will cause misalignment and shadow images. In the process of automation, we have tried to follow manufacturer’s specifications. Media had a time out on the systems of 2 ½ hours. If the instructor moves their finger over the touch screen on the system it gives them another 2 ½ hours. There was some misunderstanding because of some communication that
wrote out. Some felt that the email may have been abrasive and the instructions were incomplete. The purpose of these notifications is to extend the life of the projectors and bulbs. The cool down process is 5 or 6 minutes which can cause problems if an instructor remains in the classroom while another instructor is coming in. Media is looking at different options and working with the manufacturer. We will bring this issue to ATSC for best practices approval and input.

**Updated Media Project List** — Laura gave out the list of media projects that relate to Academics that have not been completed. If your name is on a project, prioritize it for Laura and let her know any issues. The funding for LA has not been authorized for purchase yet (not no funding.) If you need a cart, please talk to Laura. We need a count of what we have already. We also need to get the pricing. Laura will ask for the one-time money. The carts need projection and audio, but not necessarily a computer (We need to discuss the computer issues.) We will have one at Wasatch and National Guard. For LI120, we need to clarify the line item. If you have items in your PBA for IT or Media, let Laura know. We also need to look at what we would like to do for a wish list so that when one-time money becomes available, we will be prepared. Laura will meet with Dave and Travis this afternoon and get clarification and then send out the revised media project list.

**Blackboard Update** — End of life for the current system is July 2012. The consortium and our campus task force is looking at what we will use in the future. The consortium looked at Blackboard’s new version and other options, but decided to continue with the RFP process. These are due back on Nov. 18. UVU has a task force that represents faculty, students and technical staff in UVU’s vote and they will receive the proposals on Nov. 19. They will do an initial review and on Nov. 23 will shake out the top vendors, who will be invited to do demonstrations. The final decision will be made Dec. 10. Student portfolio is in the RFP as a “nice to have.” Usability is critical, converting courses, etc.

**Requesting Central IT Projects** — Ray discussed the implementation of a new system to request projects from IT. We will be using this new system starting Monday. It is a single point of input, a form, that will be online on the OIT website. You click on Project Request. There will be a very short form to fill out and then IT will contact you for the details. We will be watching it on a daily basis for time sensitive requests. If you don’t know if it is a project, put it in anyway and it will get routed to someone that can help. There will be a link to the form on UVLink on the Help and Training tab. It is a change for IT in our processes as well.

Dave Tobler is working on changes in UVLink to improve usability. He is trying to get a new look in place by February.

**Other** — Ray thanked the committee for taking comments on the password change. We are not there yet, but almost 90% of the accounts have been moved to new password. The next step is to send out an email to who haven’t participated as of yet and ask them to change it. Then, after the grading period is completed, we will probably change the passwords on the accounts that are left so that they are secure. We have already seen hacking traffic going down, especially those that are being brute forced.

Digital Measures—all the scheduled teaching is in the system up through Summer. Laura will be modifying the instrument for the School of Arts to accommodate their special circumstances. Eugene asked Laura to modify School of Business as well for adjunct faculty and annual plans.

**NEXT MEETING**
Friday, December 3, 2010
10 to 11:30 a.m.
LI323g