

University Technology Committee
September 9, 2015

The meeting began at 3:00 PM in Rahall 200. The following were in attendance:

- K. Bennington (Fine Arts)
 - D. Hill (Science, Mathematics, and Health)
 - C. Elliott (Technology Services)
 - D. Fitzpatrick (HR)
 - E. Jewell (Residence Life)
 - L. Swaney (Admissions)
 - S. Lusk (Registrar)
 - E. Darden (Social Sciences)
 - K. Tucker (Education)
 - D. Turner (Financial Aid)
 - J. Yeager (Business)
 - T. Philpott (Student Affairs)
- Motion was made by D. Fitzpatrick and seconded by E. Darden that the minutes of April 22, 2015 be approved without revision.
 - An update on Blackboard (Bb) was the first item on the agenda
 - Recent issues with Blackboard were discussed. These included the fact that due to increased workload of technology staff members, it was physically impossible to update Bb prior to the last week before fall 2015 semester began (week of August 10, 2015). Bb has been updated to the elearn system. The need to include moving of historical data took extra time for the update. Course web integration / synchronization issues also occurred (cross listing courses). Changes may be necessary for cross listing of courses. A repeat of this scenario will recur within the next 2 years (C. Elliott estimated it to occur in about 20 months). Therefore, this feedback from faculty is needed to positively improve the upcoming process.
 - A Storage Area Network (SAN) would be extremely useful for CU. Estimated cost is \$60K-\$100K.
 - Retiring old learn.concord.edu server will occur as soon as practical. Faculty representatives are requested to remind their divisions that all faculty are encouraged to check to be sure that all of your course content has been rolled over to the new production server (elearn).
 - Question was then asked by J. Yeager as to whether or not the technology help desk / division could confirm students self-reports that assignments were electronically submitted by due dates. C. Elliot reported that the CU Helpdesk can help to track whether or not students have actually submitted assignments.

- The next question was about what was actually a reasonable time for record retention. E. Darden stated that the Social Work accreditation requires that their records be retained for 7 years. This will be referred to Vice President / Academic Dean, P. Viscusi.
 - Google Chrome and Firefox updates were discussed.
 - D. Hill then asked how upcoming issues with Adobe Connect will be addressed. All faculty representatives were requested to discuss with their divisions the fact that no course development should involve Adobe Flash, and to utilize wired connections in classrooms (as opposed to wireless).
 - The discussion then turned to establishing a date that the courses will roll over. It was suggested by E. Darden that the roll over will be preceded by an advanced notice to faculty and that they be maintained on a schedule...i.e., 2nd Sunday of each month, etc.
- D. Fitzpatrick discussed the Oasis update. Oasis is the State's chosen system for accounting, human resources, and payroll. It is currently in Phase D – the preproduction phase. Training will occur within the next 60 days for supervisors of non-exempt and student employees and employees that utilize the time clock system. The employee payroll phase will go live on November 14, 2015. First paycheck will be received under this new system on December 11, 2015. This Friday, September 11, 2015 at 8:30 am training will be held for non-classified staff (managers) and at 10:00 am for classified staff. Research & Development employees will not be done through WV Oasis; their employee payroll is done internally.
- A discussion of the My Pass system (password security) occurred. This system has an established criteria for establishing secure passwords and ensures compliance. An e-mail was sent to students by the CU Helpdesk on 09-08-2015 instructing them to change or individualize their questions for resetting of the password.
 - C. Elliott vocalized a willingness for all faculty members and offices (SSS, etc.) to also receive this e-mail to help minimize problems with student adherence. Faculty and staff will have to eventually enroll in MyPass and comply with the new password complexity requirements. The MyPass website is at www.concord.edu/mypass.
- The final item discussed included the fact that approximately 18,000 expiring accounts exist. Out of that number, approximately 14,000 have never been enrolled. What should student expectations be about how long the account will remain active? C. Elliot asked all Technology Committee Member to discuss this with their divisions and return to the next meeting with ideas on a

recommended time limit. (For example, should accounts be disabled after 12 months of non-utilization and then deleted after 18 months of inactivity.)

We ran out of time.

Next meeting scheduled for September 23, at 3:00 pm in Rahall 200.

Meeting adjourned approximately 4:10 PM.