ITAC Meeting

Date: Friday, March 16, 2018
Time: 10:00 a.m.
Location: Clendenin 1009

Attendance:

The meeting was attended in person by Michelle Girage, Steven Howard, Rebecca Rutherfoord (proxy for Svetlana Peltsverger), Heather Abbott-Lyon, Josie Baudier, Mariel Fox, Bill Haggerty, Jeff Delany, Jim Herbert, Christina Coronado, Rifka Mayani, Davide Gaetano, Stephen Gay, Cheryl Hassman, Elizabeth Starnes, Veronica Trammell, Lori Meadows, Adam Olsen, Michael Young and Alisa Helms. The meeting was attended via WebEx: Alison Hedrick, Wes Rhea, Jake McNeil and Pearlie Harris.

Agenda

1. Minutes
    a. Thank you for voting online! The February minutes have been approved.
2. Introduction of Interim CIO, Jeff Delaney
    a. Dr. Delaney spoke briefly about his background within the USG at the Board of Reagents and his desire to help at KSU as the interim CIO.
3. Faculty Senate Update – Mariel Fox
    a. Attended the meeting on Monday
    b. She asked Faculty Senate what kind of reporting we need to do. They want to know about significant updates (*e.g.,* bylaw changes).
    c. We need to follow the guidelines in the University Handbook. We need to review that section currently to make sure our bylaws are in agreement with the text on pages 45-46.
4. Annual Report to Faculty Senate
    a. We reviewed the draft version. Mariel Fox pointed out that we are not in compliance on issues beyond lacking student members. Heather Abbott-Lyon said that she would review the university handbook to determine other areas of non-compliance.

b. It was suggested that we should also make sure our bylaws are in alignment with the strategic plan of the university, which can be found at http://president.kennesaw.edu/docs/strategic_plan.pdf. (Thank you to Josie Baudier and Mariel Fox for emailing the link!)

5. Bylaws Update
   a. We discussed the proposed revisions to the bylaws and the proposed changes were documented in a new draft. We will discuss these via email.
   b. We will vote on a draft that we can take to Faculty Senate in April. They will need to approve our new bylaws before they can become official.

6. Undergraduate Student Representatives
   a. We are still lacking undergraduate representatives on ITAC. We made a plan to attend the first SGA meeting in August to request that the students nominate representatives at the beginning of the year.

7. UITS Updates
   a. Copy/print- Jim/Christina
      i. Originally, UITS thought we'd need to replace all devices and technology this summer. However, Auxiliary Services has worked out an extension on device replacement until the summer 2019.
      ii. Focus from IT is on scanning versus printing.
      iii. Device testing will happen today after the meeting on the 4th floor of the Library. Appointments can also be scheduled for the next week or two.
      iv. UITS wants to get honest feedback on the potential new system. We'll try it ourselves and then figure out where the challenges are.
      v. Just one model to test today, but there may be other units in the future.
      vi. Less about the hardware and more about the software.
   b. OneUSG Connect – Rick/Elizabeth
      i. We are live with this system now.
      ii. Hiring freeze until April 2 not just in HR but also within "systems".

iii. The employee "go-live" survey is available. This is needed for the sign-off for readiness, so please complete the survey, if you haven't.

iv. Time-clocks will stop working tonight and new time clocks will be installed over the next week. They will start being used on March 25

v. Paper time sheets will be used between now and Monday March 26.

vi. Manager self-service work flows will make things paperless.

vii. Dual-factor authentication will go into effect in Fall 2018. Most likely this will be an app on your smart phone that you will use. This will be used for other systems as well like Banner and email.

viii. Data changes will feed into every system.

ix. We'll be able to log into the system with our netid and password.

c. Digital Measures Course Evaluation replacement (eXplorance Blue) – Rifka

i. We currently have two modules (Faculty Insight and Course Evaluation). Course Evaluation is being taken offline and needs to be replaced.

ii. We have signed a contract with eXplorance Blue.

iii. Soft launch in/around July 2018 for 8-week summer sessions (smaller population). Complete launch in Fall 2018.

iv. Faculty side is staying in Digital Measures for now; we're still evaluating other options.

v. Coles goes through SAACS accreditation in Fall 2019 or Spring 2020 so they will keep DM until at least then.

vi. UITS will try to help with importing student evaluations from eXplorance blue to DM.

vii. We'll use the ITAC feedback email for evaluating eXplorance Blue.

d. Low/no cost textbook attribute – Rifka

i. USG has asked us to see if there are any low/no cost textbooks.

ii. We must this ready for fall 2019 registration, which opens on Monday 3/19.

  iii. Manual process this time asking Academic Affairs to poll faculty and find out who is using low/no cost.

  iv. Bill Haggerty said that it's actually listed in Owl Express now.

  v. Rifka said there is a drop-down to sort classes based on this.

  vi. In Spring 2019, it will be included as part of schedule builder.

e. D2L Cloud — Veronica

  i. We currently have local storage, but we're moving to the cloud.

  ii. This is not related to the move we're making to Daylight in May (on the 11th), which is more mobile friendly.

  iii. People teaching Maymester classes have been emailed, because they will be affected first.

  iv. Customer banners will need to be changed in Daylight.

  v. Three daily runs from Banner into D2L and then changes will be made.

f. VPN Global Protect — Davide

  i. Soft launch to all faculty/staff is happening now.

  ii. If we have and colleagues who might want to switch, please let them know that they can request access by contacting.

  iii. The service desk is aware of the new VPN, but not all documentation is ready yet.

  iv. Students aren't included yet, but they can request access too.

  v. PC to Mac connection issue has not been resolved yet.

g. Phish Market website – Stephen

  i. phishmarket.kennesaw.edu is a site to help address phishing emails, following in the footsteps of UGA and Georgia Tech.

  ii. All solutions have three parts: people, processes and technology.

  iii. The upgrade of email to Office 365 has results in spam decreasing by about 80%, but we can do better.

  iv. At this website are emails we've collected through the service desk; education about what is going around.

     v. Report anything you think might be in this category and which isn't already on the phish market.
    vi. We are primarily concerned about things like malware.
  vii. What do we do about legitimate KSU accounts that are sending spam messages?
1. Office 365/Microsoft will shut down those accounts.
2. However, as of November 2017, UITS can detect and shut down the accounts faster.
3. Two-factor authentication should drop phishing down to zero (amazing!).

<u>Upcoming ITAC Meetings</u>
April 20, 2018 – Meet in CL 1010 ***at 10:05 am***