

## ITAC Meeting

**Date:** Friday, April 17<sup>th</sup> 2020  
**Time:** 2:00 pm  
**Location:** Virtual (Microsoft Teams)

**Attendees:** Justin Park, Alison Hedrick, Lis Hames, Jeff Delaney, Svetlana Peltsverger, Kristine Hwang Kim, Davide Gaetano, Jim Herbert, Veronica Trammell, Humayun Zafar, Rebecca Petersen, Jack Delinsky, Mariel Fox, Matthew Bain, Rifka Mayani, Stephen Gay, Tom Boyle, Tris Utschig, Paul Parker, Casey Waldsmith, Lori Meadows, Megan Shain, Tsai-Tien Tseng, Brian Lawler

### Agenda

#### *Old Business*

1. Revising Bylaws regarding membership – Justin Park
  - a. Checked university handbook/faculty senate and it lists the names specifically as opposed to more generic terminology
  - b. Tris: Could we use terminology such as included but not limited too?
  - c. Svetlana offered by-law language utilized for Adult Learning Committee to see if this would be useful for ITAC.
  - d. Made a motion to approve bylaws as originally written and without changes
  - e. Motion was seconded
  - f. Justin Park sent Teams poll, “Do you agree with not changing the Bylaws at this point?”
    - i. Motion carries, 13 yes votes
2. Meeting time for 2020-2021
  - a. Hopefully, ITAC meetings will be able to resume on campus in the Fall. Meeting time will be determined at a later date
  - b. It was recommended to next Chair that they determine the meeting time.
3. Vote on officers for 2020-2021 (using Teams Forms)
  - a. Alison Hedrick volunteered for Chair
  - b. There was a discussion on whether we should wait to vote or vote now.
    - i. It was agreed that vote should proceed in order to get new Chair in place.

4. Motion was made to close nominations and vote.
5. Motion was seconded.
6. Justin Park sent Teams poll, "Do you agree with voting for the Chair today?"
  - a. Motion carried, 12 voted yes.
7. Justin Park sent Teams poll, "Do you vote for Alison Hedrick as the Chair of ITAC?"
  - a. 12 voted yes
  - b. Alison Hedrick elected as chair of ITAC for 2020-2021
8. Call was made for volunteers for Vice Chair or Secretary
9. Individual asked about the role of the Vice-Chair.
10. Humayun Zafar volunteered to be Vice-Chair.
  - a. Motion was made to close nominations and vote.
  - b. Motion was seconded.
  - c. Justin Park sent Teams poll, "Do you agree with voting for the Vice-Chair today?"
  - d. Motion carried, 10 voted yes.
  - e. Justin Park sent Teams poll, "Do you vote for Humayun Zafar as the Vice-Chair of ITAC?"
  - f. 12 voted yes
  - g. Humayun Zafar elected as Vice-Chair of ITAC for 2020-2021.
11. No volunteers for secretary position. This position will be filled in the fall.

### *New Business*

1. Updates from UITS
  - a. April 2020 Cybersecurity Awareness Update – Stephen Gay
    - i. April 21 at 1:00PM (live webinar session)
    - ii. April 23 at 10:00AM (live webinar session)
  - b. Any staff member that has not completed the Cybersecurity requirement will receive communication from UITS
    - i. Requirement can be fulfilled with 5 minute training
  - c. Teams vs. Zoom – Veronica Trammell
    - i. Zoom Features
      1. Mute all
      2. Guest Access
      3. Change your background
      4. Record Meeting
      5. Breakout Sessions
    - ii. MS Teams Features

1. Mute all
  2. Guest Access
  3. Change your background
  4. Record Meeting
  5. Breakout Sessions
    - a. MS Teams does not have this feature but you could use channels and individuals can go there and click meet now. This is workaround option.
- iii. MS Teams changes
    1. You will be able to see more people and more features will be released.
  - iv. Why should you use MS Teams over other options?
    1. Security – no zoom bombing.
    2. Convenience – create meetings with one click.
    3. Accessible – participants can be anyone.
    4. Integration – integrates Office 365.
    5. Stability – offers stable environment.
    6. Control – recording audio/video, chat features.
  - v. UITS is steering people towards Teams as opposed to Zoom.
  - vi. MS Teams has a new tool: forms
  - vii. There is a widget from MS Teams to D2L to create a new meeting in Teams.
- d. Updates from Dr. Delaney: UITS Measures to support online instruction
- i. Expanded virtual desktops, so student can log into a KSU computer lab from home and access software they need
  - ii. Expanded Service Desk support to reduce hold times and offer more hours
  - iii. Partnered with KSU Library for in person use of computers, sanitizing keyboards/mice after use and limiting visitors
  - iv. Promoted and supported the use of web conferencing technology, such as Microsoft Teams and Collaborate.
  - v. Created a Coronavirus site to keep students and the campus community aware and up to date on messages and information from the University's perspective
  - vi. Assisted with providing refunds to over 29,000 students. These refunds included – Housing and other mandatory fees.

- vii. Moving all on campus courses to Online for the upcoming Summer semester – this includes converting campus codes to Online for registration and other reporting as well as assessing fees appropriately to accommodate these changes.
- viii. Provided remote one-on-one and group technology training to support student and faculty efforts
- ix. Developed online video tutorials and getting started documentation to enable remote anytime resources access.
- x. Enabled MS Teams widget in D2L to allow quick generation of video, call or chat functionality.
- xi. Released additional tools for students to use software at home (Adobe Creative Cloud, IBM SPSS).
- xii. For quick access, promoted the use of mobile apps such as DUO and MS Teams
- xiii. Shared reliable free internet access locations
- xiv. Provided remote projects to student assistants to allow the continuation of income
- xv. Checked out a lot of laptops and hotspots for faculty/staff to take home to continue supporting students.
- xvi. Built a student engagement dashboard to provide visibility into student engagement and trends.
- xvii. Transitioned the in-progress student capstone projects to a format conducive with remote learning.

2. Other business

- a. None

Meeting ended at 3:02pm

**Upcoming ITAC Meetings**

Executive committee meeting: August 21<sup>st</sup>, 2020, details TBA

Full committee meeting: September 18<sup>th</sup>, 2020, details TBA