

## ITAC Meeting

**Date:** Friday, January 18<sup>th</sup> 2019

**Time:** 2:00 pm

**Location:** HS 1103

The meeting was attended in person by Heather Abbott-Lyon, Tom Boyle, Thomas Butterworth, Christina Coronado, Jeff Delaney, Mariel Fox, Davide Gaetano, Stephen Gay, Lis Hames, Jon Hansen, Alison Hedrick, Jim Herbert, Annie Korty (proxy for Ann Key), Lori Meadows, Justin Park, Svetlana Peltsverger, Rebecca Petersen, Wes Rhea, Elizabeth Starnes, Veronica Trammell, and Tris Utschig. The meeting was attended via WebEx by Mark Byrd, Brian Lawler and Arief Setiawan.

Meeting called to order at 2:00pm by Heather Abbott-Lyon.

### **Agenda**

#### *Old Business*

##### 1) Vote on November minutes

###### a) The following changes were recommended:

###### i) New Business 1) b)

(1) Add reference to [Board Policy 7.3.2.1](#) and [Business Procedures 8.3.2](#)

###### ii) New Business 2) d)

(1) change language to say data management subcommittee of ITAC will reach out to UITS for further discussion.

iii) Motion to approve with changes (Mariel Fox). Motion seconded (Rebecca Petersen). Motion carries. Alison Hedrick has posted the November 2018 minutes to <http://itac.kennesaw.edu/>

b) Alison Hedrick reminded the committee that October minutes were never voted on. October 2018 and January 2019 minutes will be emailed to committee members, and we will vote on them at the February ITAC meeting.

##### 2) Bylaws and University Handbook update

###### a) Heather Abbott-Lyon gave an overview of the revised ITAC Bylaws.

i) Motion to accept revised ITAC Bylaws (Svetlana Peltsverger). Motion seconded (Wes Rhea). Motion carries. The Bylaws will be submitted to

- the Faculty Senate for review and will be presented at their January 28<sup>th</sup> meeting.
- b) Heather Abbott-Lyon gave an overview of the revised University Handbook language for ITAC.
    - i) Mariel Fox suggested that b and c be swapped.
    - ii) Motion to accept revised University Handbook language (Svetlana Peltsverger). Motion seconded (Tris Utschig). Motion carries. The University Handbook language will be submitted to the Faculty Senate for review and will be presented at their January 28<sup>th</sup> meeting.
- 1) Digital Badge Committee
- a) Svetlana Peltsverger announced that the Digital Badge Committee has not yet met, but has contacted interested faculty and created a survey which was distributed in KSU Inform. At this time, they have received 23-24 responses. Responses have been mostly positive. The majority of people who responded do not understand what digital badging is though.
  - b) The Digital Badge Committee will meet next Thursday, January 24, 2019 in CL 1005 from 9:30-10:30am. During this meeting, they will look at survey responses, and determine the need for one or multiple solutions.
- 2) Data Management
- a) Heather Abbott-Lyon asked for self-nominations to chair the ITAC Data Management Subcommittee. When no one else volunteered, Heather did and will chair the subcommittee.
  - b) If willing to serve on the ITAC Data Management Subcommittee, please contact Heather Abbott-Lyon.
  - c) Heather Abbott-Lyon charged ITAC members to go back to their colleges/units and get feedback on data management needs. She also advised that we branch out beyond our immediate circle to ensure all viewpoints are heard. Once this feedback is gathered, the subcommittee can ask for assistance from UITS.

### *New Business*

- 1) Updates from UITS
- a) IT Project Advisory Committee
    - i) Dr. Delaney shared that there are approximately 300 (some big and some small) projects going on in UITS. This is more than they can do in a reasonable amount of time; therefore, Dr. Delaney wants to put together an IT Project Advisory Committee. This committee will meet

monthly to go through projects and help prioritize. This will help make the process more open and transparent.

- ii) Representatives have been selected from units across campus, but Dr. Delaney would like to have ITAC representation. If interested, please contact Dr. Delaney or Heather Abbott-Lyon. The first meeting will be in February.

b) DUO for Students

- i) Davide Gaetano shared that Duo, a two-factor authentication solution, has been released to KSU students. Currently, it is available for KSUmail, Office 365, and Adobe Spark for students. In March 2019 (target date of March 1), Duo will be required for all students accessing these applications. UITS is ramping up communications about this now.
- ii) Banner and D2L will be added to Duo two-factor authentication for all faculty, staff and students in March 2019.
- iii) Students are encouraged to begin using Duo early to authenticate to these services. They have been notified via KSU email. ITAC members are encouraged to let their students know about Duo. UITS is creating a video for digital signage and trying to reach students in as many places as possible.
- iv) Additional information can be found at [uits.kennesaw.edu/duo](https://uits.kennesaw.edu/duo).
- v) Some general questions about Duo were asked.
  - (1) How is Duo going in general for faculty and staff? At first there was some trepidation, and they issued a fair number of tokens. A third to half of the faculty/staff who requested a token never picked it up. It's been fairly quiet.
  - (2) Can we use multiple devices? Yes. In fact, they recommend registering a second number or device in case you lose your primary device. The UITS Service Desk can help if you get locked out, but only during normal hours.
  - (3) Once other applications have added Duo, will we have to log in separately to each application? There are two pools: 1) Office 365 and D2L; 2) High security applications like OneUSG and Banner. We will have to log into high security applications at every session.

c) Classroom AV

- i) Davide Gaetano reminded the committee that, in our August 2018 meeting, he suggested we form a Classroom AV Subcommittee. At that

time, it was suggested that the subcommittee Chair be from ITAC, but any interested faculty can be a member.

- (1) Questions related to the formation of the committee: How many people should be on the subcommittee in order to be reasonably representative of the community? What is the time commitment?
  - ii) Subcommittee members would get the opportunity to look at and test new solutions. Smart podiums don't exist anymore. There are different annotation solutions, but they have a big effect on the environment. Additionally, doc cams are expensive. They're necessary in some places, but do they need to be in all rooms?
  - iii) If interested in being on the Classroom AV Subcommittee, please contact Davide Gaetano or Heather Abbott-Lyon by Friday, February 1, 2019.
- d) D2L hosting
- i) Veronica Trammell shared that D2L has moved to web hosting. The move went well with only one hiccup. There were no questions related to the cutover.
- e) Classroom attendance
- i) Jim Herbert shared that a couple years ago a new regulation for financial aid that required tracking for attendance and participation in the classroom prompted UITS to explore possible (automated) solutions. Solutions ranged from:
    - (1) Tapping KSU ID when entering classroom – this is an elegant solution but has hardware and infrastructure costs.
    - (2) Faculty logging into computer and getting a unique PIN, which students have to enter - this could be circumvented but is a much easier implementation.
  - ii) They are ready to start exploring solutions again. A lot of vendors have changed, so they will take another look. If interested in helping explore solutions, please contact Jim Herbert or Heather Abbott-Lyon.
- f) MODO
- i) Jim Herbert stated they are revisiting the implementation of a student portal/platform. The platform must provide a mobile (and web) user experience that provides timely, relevant, personalized communication to students.
  - ii) The traditional portal doesn't make as much sense now. It must: 1) attract students to a central place they want to visit; 2) focus students

- on the communications we want them to hear, and that they want to hear; and 3) allow them personalized control over their experience.
- iii) This could eventually grow beyond students and include prospective students, alumni, etc.
  - iv) They gave a demonstration at the end of last year and received overwhelmingly positive responses. This will meet the needs of many units across campus. They are currently looking at timelines, products, and funding.
- g) Training dashboards
- i) Veronica Trammell shared that the KSU Training Dashboard, a new campus tool for tracking the completion status of required campus training, is available now. It was announced in today's KSU Inform.
  - ii) Using the KSU Training Dashboard, you can get an at-a-glance view of your completion status for KSU annual mandatory employee training modules. You can access your required training directly from the dashboard, view your direct report employees who have training due, and send notification emails to those employees directly from the dashboard.
  - iii) To access the KSU Training Dashboard, log-in to Owl Express, click the Employee Services tab, and click Training Dashboard.
- h) Overview of a Banner security incident
- i) Stephen Gay shared that there was a really large security incident last fall. Duo was the technology that stopped the incident from continuing. Duo changed the security posture of this institution.

Meeting Called to Adjourn at 2:57 p.m. by Heather Abbott-Lyon.

**Upcoming ITAC Meetings**

February 15<sup>th</sup> 2019, 2:00-3:00 pm, HS 1103

March 15<sup>th</sup> 2019, 2:00-3:00 pm, HS 1105

April 19<sup>th</sup> 2019, 2:00-3:00 pm, HS 1103