

## ITAC Meeting

**Date:** Friday, September 21<sup>st</sup> 2018

**Time:** 2:00 pm

**Location:** HS 1103

The meeting was attended in person by Heather Abbott-Lyon, Christina Coronado, Mariel Fox, Davide Gaetano, Bill Haggerty, Alison Hedrick, Jim Herbert, Steve Howard (proxy for Lis Hames), Rifka Mayani, Lori Meadows, Justin Park, Svetlana Peltsverger, Amber Smith, and Wes Rhea. The meeting was attended via WebEx by Jon Hansen, John David Johnson, Arief Setiawan, and Traci Stromie.

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

### Agenda

#### 1) Welcome

- a) Heather Abbott-Lyon welcomed everyone and gave an update on minutes and officer elections.
  - i) Minutes have been approved through the August 2018 meeting!
  - ii) New officers have been elected for 2018-2019.
    - (1) Chair: Heather Abbott-Lyon
    - (2) Vice-Chair: Justin Park
    - (3) Secretary: Alison Hedrick
- b) Heather Abbott-Lyon recommended that committee members break into subcommittees after the CIO Updates (this meeting and in future meetings).
  - i) A/V subcommittee will need to visit another location in order to test equipment and technology.

#### 2) CIO Updates

- a) Digital badging - Jim Herbert
  - i) They may do a Microsoft Teams approach to get interested members involved. Members do not have to be members of ITAC. They will send out a small survey to kick it off. Svetlana Peltsverger will be chairing the subcommittee.

- b) Electronic signatures - Rifka Mayani
  - i) A new initiative for electronic signatures will be launched. This is a much-needed solution for the university. They are aggressively working through to production and planning to launch DocuSign on October 1. Information about the launch will be shared via KSU Inform.
  - ii) Initially, an ad hoc signing process will be available. Users will receive the form, sign it electronically, and then make an ad hoc decision regarding where the form should be routed.
  - iii) Rifka Mayani's team will work with separate groups (e.g. HR and procurement) who desperately need electronic signatures to work through more intricate workflows. This will involve templates and Power Forms.
  - iv) There was a question concerning the process – it will no longer be necessary to fill out an electronic form (Word or PDF), print it, sign it, and scan it. DocuSign will bridge this gap.
- c) Apple OS Upgrades - Christina Coronado
  - i) macOS Mojave, the latest version of Apple's Mac operating system, is being released next week and will be available for faculty and staff computers beginning Tuesday, Sept. 25.
  - ii) Additional information will be sent through KSU Inform.
- d) Mandatory security training - Christina Coronado
  - i) The mandatory information security training is due on September 28. They are currently sending out individual emails to users who have not yet completed the training. The completion rate is better than last year, but we want to get as close to 100% as we can.
  - ii) It was mentioned that the 2018-2019 information security training will be available in October. Perhaps this is the cause of confusion and the reason some users have not completed it. The goal is to align all four mandatory trainings to one due date.

### **3) Subcommittees**

- a) Subcommittees were formed to address specific challenges. After 20 minutes of discussion, the committee as a whole regrouped and gave updates.
  - i) Bylaws
    - (1) It is more effective (and streamlined) to have 3-4 committee members tackle the bylaws.

- (2) This subcommittee will continue to work on the bylaws. They will bring the updated document to the next meeting.
- ii) Membership
  - (1) Some colleges do not have representation. In the past, the approach taken has been to reach out to the Deans. Can we do anything else to encourage attendance at meetings?
    - (a) Perhaps we need to network with our colleagues and encourage those who are interested in IT to self-nominate.
    - (b) Colleges without representation are small and everyone is already exceeding their service requirements.
    - (c) There was a question about why there is only one representative from each unit. This is likely because ITAC reports to the Faculty Senate. Meetings are open; however, so everyone is welcome. It was mentioned that people will not come if they are not officially part of the committee because they need the recognition. Perhaps digital badging can help with this?
    - (d) There was a question about the purpose of the committee. If the committee only votes on meeting minutes, why the need for voting versus non-voting members? Mariel Fox commented that she had been told the purpose of ITAC was to soothe ruffled feathers after consolidation. Steve Howard remarked that ITAC was developed in the early 2000s to address technology issues that have since been resolved. Heather Abbott-Lyon concluded the discussion by adding that Dr. Delaney was contemplating an enlarged scope and purpose to make the committee more strategically focused.
    - (e) It was decided that Heather Abbott-Lyon would send a letter to all Deans regarding ITAC membership.
  - (2) We need undergraduate students.
    - (a) We should consider asking students who we know are interested in IT to consider volunteering.
      - (i) Wes Rhea teaches IS courses and has offered to canvas his students. What is the exact process students need to follow in order to become an ITAC student representative?
    - (b) We need to get on SGA calendar.

Meeting Called to Adjourn at 2:55 p.m. by Heather Abbott-Lyon.

**Upcoming ITAC Meetings**

October 19<sup>th</sup> 2018, 2:00-3:00 pm in HS 1103

November 16<sup>th</sup> 2018, 2:00-3:00 pm in HS 1103