

## ITAC Meeting Minutes

*Date:* Friday, September 15<sup>th</sup> 2017

*Time:* 10:00 a.m.

*Location:* BB 109

In attendance:

Arief Setiawan, Svetlana Peltsverger, Michelle Girage, Eduardo Farfan, John David Johnson, Casey Waldsmith, Jake McNeil, Heather Abbott-Lyon, Alison Hedrick, Cara Lee Smith, Tom Pusateri (for Tracie Stromie), Mariel Fox, Tom Boyle, Jim Herbert, Mansour Abusaid (for Christina Coronado), Rifka Mayani, Nick Hassis, Stephen Gay, Cheryl Hassman, Elizabeth Starnes, Veronica Trammell, David Gaetano and Lectra Lawhorne

The meeting was called to order at 10:00 a.m. by Eduardo Farfan.

### Agenda

#### **1. Officer Elections**

- a. Results of the 2017-2018 officer elections were announced. These elections were performed via an electronic ballot. The following members will serve this year.
  - i. Chair – Eduardo Farfan
  - ii. Vice-chair – Cara Lee Smith
  - iii. Secretary – Heather Abbott-Lyon

#### **2. Software Updates**

- a. Two software packages have been requested by faculty in the College of Engineering & Engineering Technology (CEET) to help faculty write publications: 1) OriginLab (or TechPlot), a scientific graphing and data analysis program, and 2) EndNote, reference management software. These software options are also desired by faculty in the College of Science and Mathematics (CSM),
- b. Eduardo Farfan requested that UITS move forward with purchasing these programs.
- c. Lectra Lawhorne announced that there will be a “bake-off” of these applications to identify the best options. UITS wants feedback from ITAC members and our colleagues about software preference and the number of potential users (for licensing). An email is coming soon.

#### **3. Clarification about OneDrive and Data Storage**

- a. Each faculty member has access to 5 TB of storage on OneDrive. This can be used as a back-up storage solution, but it is recommended that sensitive data not be stored here. (*n.b.*, OneDrive is secure.)
- b. OneDrive is just one of several options for data management on campus. Other options include Dropbox and SharePoint.

- c. All Enterprise applications are backed up and the data is maintained for 30 days from the date of deletion. (*i.e.*, If a file is deleted from OneDrive, it can be restored for up to 30 days after the date it was deleted.)
- d. OneDrive is a form of cloud storage provided by Microsoft. The data is not kept locally at KSU, but is somewhere in the continental US (probably in Chicago, because that is where most Microsoft data is stored).
- e. If you are using multiple device, there may be syncing delays because the data is not being stored on site.
- f. At this time, UITS is not recommending one particular data storage option. They are moving forward with other solutions such as DropBox and SharePoint. A final decision about the best long-term storage solution will be made in the future.

#### **4. Improving Participating in ITAC**

- a. Cara Lee Smith will draft an email this month to increase participation by unrepresented colleges, units and student groups.
- b. ITAC currently has four slots for student members. The current bylaws say that two students should come from the Kennesaw campus and two students from the Marietta campus. This may be too restrictive.
- c. We do not currently have representation from units on campus that are stake holders (e.g., Enrollment services) written into the bylaws.
- d. Lectra suggested revising the bylaws to adjust membership and increase involvement from all parts of the university community. Cara noted that our current bylaws say they will be revised in the 2017-2018 academic year.

#### **5. Updates from CIO and UITS Staff**

- a. Infrastructure Support Services (ISS), Nick Hassis
  - i. Nick thanked everyone who has participated in pilot programs recently (e.g., Office 365) and asked for participation in two upcoming tests. Mac users will be asked to help evaluate the new High Sierra operating system and PC users will be asked to help evaluate an update for Windows 10.
  - ii. Office 365 has new features. After UITS evaluates these options, they will come to ITAC for discussion.
  - iii. Wifi updates are in the works: 1) the green space is being upgraded to provide better access points and 2) Marietta campus housing will be upgraded. For the latter, feedback from students has been noted by UITS and they are working on a strategic plan. The upgrades are predicated on funding.
  - iv. Lectra added her thanks for participation in past and future pilot programs. In addition to ITAC members, others from the community (“secret shoppers”) are being invited to participate in these pilots. If ITAC members have suggestions of individuals to include, please pass them along.
- b. Information Security Office (ISO), Stephen Gay
  - i. October is Cyber Security Awareness Month and KSU is hosting an event on 10/4 (Marietta) and 10/5 (Kennesaw). Details are available at

<http://cybersecurity.kennesaw.edu>. All our welcome! In particular, there is an effort to increase diversity. Please encourage students to attend, and feel free to ask questions.

- ii. Mandatory cyber security training needs to be completed (11 minute session) by 09/30/2017. This training is mandated by the USG and KSU is currently not in compliance. Anyone who hasn't completed training will receive targeted emails beginning next week. (n.b., Supervisors will also receive notification.) *Next year, netids will be disabled for individuals who do not complete the training by the September deadline.*
  - iii. Lectra added that cyber security is a major concern for President Olens. She asked that ITAC members help distribute information about this to decrease risks across the campus.
  - iv. One member asked that the cyber security training have one additional slide, indicating that it has been successfully completed.
- c. Enterprise Systems & Services (ESS), Rifka Mayani
- i. The 1<sup>st</sup> annual OmniUpdate Day will be 09/27/2017. Omni is the tool used to create and update webpages for campus. Anyone who currently works on KSU websites or who is interested in this should attend. A schedule of events is available at <http://omni.kennesaw.edu/omniday>.
  - ii. An in-house electronic approval process for grade appeals is currently being developed. This will help eliminate the extensive paperwork in the current method.
  - iii. Tableau is a user-friendly graphical interface that allows interactive data visualizations to be created from Enterprise software (e.g., SAS reports). This is a "C-level" dashboard (i.e., intended for chief executives) . ESS is currently working with Institutional Research on developing this and organizing a pilot test.
  - iv. ESS is working with Enrollment Services to assist with the new fixed seat model that KSU will be adopting next year. The fixed seat model is related to the early enrollment deadlines that will be implemented in 2018-2019. This involves making changes to Banner.
  - v. The Marietta campus is going through a renaming project now, similar to the one that occurred on the Kennesaw campus previously.
- d. Learning Technologies, Training and Audiovisual Outreach (LTAO), Veronica Trammell
- i. The USG has decided that we will be changing to a new version of D2L called "D2L daylight". The features and tools of this new system will work the same, but the look and feel will be different. In particular, the mobile version should be more user friendly (e.g., using graphics instead of line items in the course menu).
  - ii. D2L Daylight will into production in May 2018. There will be a campaign to notify faculty.
  - iii. Pilot studies will be done once a stable product has been identified (changes are still being made now).

- iv. A new form for 3<sup>rd</sup> party integrations will be announced in the coming weeks. Publishers are not putting out materials with the correct security and/or accessibility standards for the university, which needs to be addressed.
- e. Given time constraints, additional updates will be postponed until the October meeting.

The meeting adjourned at 10:55 am.

**Upcoming ITAC Meetings**

October 20, 2017 – Meet in BB109

November 17, 2017 – Meet in BB109