

2024-2025 | TECHNOLOGY ADVISORY COUNCIL (TAC)

MEETING MINUTES

Date: September 4, 2024

Time: 12:00 p.m.

Location: Stephens Conference Room

**In attendance:** Andrew Wilson, Hilary Dutton, Shafqat Shad, Madison Terrell (for Josh Miller), Brendan Beal, Sheila Brandt, Barbara Ann Lewis, Kira Thomas, Tomeiko Scott, Cassie Raulston, Donna Ploessl, Joe Walsh, Ben Hayes, Wyatt Hall, Wesley Hallman

**Not Present:** Kathy Adams, George Lytle, Audra White, Christine Soria, Amiee Mellon, Kendall Miller

1. The meeting was called to order at 12:03
2. Approval of the May 2024 meeting minutes—Joe Walsh motioned to approve; Wyatt Hall seconded. May minutes were approved with no revisions.
3. TAC subcommittee rosters—Updates to TAC membership...Wesley advised that Business affairs and COFA have open positions within the TAC that need to be filled. We should soon have representatives from those areas. We also have a couple of spots within our subcommittees that need to be filled. Chairs/co-chairs of those committees will set their meeting times/schedules and will update TAC monthly. An update regarding who will fill those open spots will be sent out soon.
4. Formulation of AI subcommittee—Wesley advised that TAC is looking to take a strategic approach to the use of AI. AI will greatly increase efficiency in the future which could potentially have an effect of future staffing needs. This committee will evolve over time and at some point, be involved in recommending future tools for the institution.

The executive committee met prior to the TAC meeting this morning and developed the framework/makeup of that committee. Emily Gill (director of the Malone center) would be the best faculty liaison representative for the faculty and Dr. Kristi Lee would be for the president's office & board of trustees. Other positions for the AI committee would come from the Registrar's office, Marketing & Communications, admissions, student life, housing & resident life, Access & compliance, IS&T, & the Physical plant.

Wesley asked the members of the TAC committee for suggestions of other areas that might need representation on the new AI committee. Wyatt Hall advised the athletic department has almost 50 employees and they might have a purpose to serve on the committee. SGA would also need to be added to provide student representation. IRPA may also need some representation by nature as this is what they do. More info will follow as members are confirmed on this committee and they begin to have meetings.

5. IS&T Policies and Procedures Update—There were a couple of board approved policies over the summer. Dr. Walsh advised that the policies that were approved have been posted on the UM website as of this morning. Data storage, electronic email, employee computers, data governance, use of information resources, information technology security program.
6. IS&T Strategic Plan Update—Dr. Walsh advised that we have contracted with a company who will come and work with us on our strategic plan. We are currently waiting on the new budget year to roll over. Everything has been signed off on. They are planning to start at the end of October and have a strategic plan ready by the end of December.
7. CIO Updates—
  - a. Apogee completed the installation of the Wi-Fi network in all residential units on July 19. Representatives were on campus during the move-in weekend to assist students. According to Student Housing, move in and

subsequent Wi-Fi service have gone smoothly and have been received positively by students. IS&T and Student Housing will meet with Apogee once a month to receive and discuss a monthly report on quality of service and student satisfaction. That report will be shared with the TAC as part of the CIO Update.

- b. As a reminder, the Solution Center has successfully relocated from the library to 109 Morgan Hall. New signage and printed materials notifying the campus of the relocation have been distributed and displayed. UM IDs are now being made in Morgan Hall; however, new student IDs will continue to be made in the library on scheduled orientation days.
  - c. IS&T continues to work with esports to provide more adequate gaming computers. Our campus Dell vender, Clear Winds Technologies, is providing esports with Alienware machines at cost. They have also provided a free machine to test. Esports recently ordered four additional Alienware machines and IS&T will order 5 more in October, giving esports a total of 10 high-end Alienware gaming computers for competition.
  - d. As cybersecurity concerns increase around the world, IS&T plans to increase awareness and education on security and potential threats through enhanced education and training efforts.
8. Website Redesign Update—the design is done and they're working on migrating all the pages to the new design. They're developing a cookie consent module that is required to continue some of the google marketing efforts to make sure we're giving the user to select preferences on how they'd like their data to be use. We are looking at a late October rollout date, after the SACs campus visit.
9. Slate Implementation Update—Managing the CRM manager/data analyst to help build out the infrastructure. Working with a third party to constituent data from SLATE to banner. January target date where everything will be in place. There is a new position being created for a website administrator that would roll everything together from content and development.
10. Subcommittee Reports
- a. Academic Support—Barbara Ann advised they are looking at October 1-31 as submission timeline for departments

to submit classroom updates. Also looking at changing voting to an assessment form to streamline requests. They are also looking into changing their charge and would like to bring that before the committee; that will be brought to the committee at the next TAC meeting. They will hammer out the details at their September 30<sup>th</sup> meeting. They were able to update 9 classrooms over the summer vs the original 4 that were planned.

- b. Digital Communications -no updates
  - c. Executive -met this morning to discuss the AI subcommittee and put some things into the framework; no other updates
  - d. Policies and Procedures -no updates
  - e. Projects and Planning -no updates
11. New/Other Business--TAC Meeting Schedule--Wesley will send out another survey for everyone to check their schedules to try and find another window for meeting times.  
TBA
12. Adjourn meeting--Meeting adjourned at 12:57