

**The University of North Carolina at Pembroke
Academic Information Technology Committee (AITC)**

Minutes - Monday, March 8, 2021 at 3:30 p.m.
(approved April 12, 2021)

Members of the AITC: Benjamin Killian (Chair), Senator; Mabel Rivera, Senator; Roger Cross (ARTS, 2022); Lisa Mitchell (EDUC, 2022); Jaime Martinez (LETT, 2021); Roland Stout (NSM, 2021); J. Porter Lillis, (SBS, 2022); Ki Byung Chae (CHS, 2021); Katina Blue, CIO; Terry Locklear, Instructional Designer; Miguel Nino, Director of Online Learning; Debbie Bullard, Representative of the Accessibility Resource Center; Jessica Collogan, (Library Dean), June Power, Representative of the Library; Luke Fleming, SGA Senator

Order of Business

Meeting called to order at 3:30pm

J. Roll Call

- AITC members present: Benjamin Killian, Mabel Rivera, Roger Cross, Lisa Mitchell, Roland Stout; Ki Byung Chae, Katina Blue, Terry Locklear, Miguel Nino, Debbie Bullard, Jessica Collogan, June Power, Luke Fleming
- Guests: Liz Cummings, Maria Pereira, Wes Frazier, Ray Buehne
- AITC members absent: Jaime Martinez, J. Porter Lillis (both attending CAS chairs meeting)

K. Approval of Minutes (Appendix A)

- Motion Roland Stout
- 2nd Lisa Mitchell

Approved by acclamation

L. Adoption of Agenda

- Motion Roland Stout
- 2nd Katina Blue

Approved by acclamation

M. Reports

1. AITC Chair—Ben Killian

a. Voting protocol changes. (Appendix B) - shared the memo from UNCP

b. Katina Blue will regularly need to leave the meeting for a CIO call and will announce her proxy at that time when she leaves the meeting

2. AVC for Technology, Resources and Chief Information Officer—Dr. Katina Blue

- a. DoIT due to move to West Hall – possibly mid-April.
- b. Replacing the HEAT system with Service Now – working with vendors for integration. Due to go live mid-April.
- c. Crash Plan recently purchased – for Data Protection in the background on devices. Constant backup of any new files. Liz Cummings leading the initiative
- d. Patch my PC. Campus-wide. Liz Cummings leading the initiative
- e. Upgrading technology in Library room 203 March 22-26
- f. Working with the Deans on academic areas for upgrades for classrooms and labs

- g. Also working as offices are moving across campus
 - h. Faculty technology preference survey sent last week. AITC can help encourage faculty to complete the survey.
 - i. Laptops available (purchased through COVID dollars) - about 40 available for faculty, staff and students. If anyone is dealing with a subpar device, they should contact DoIT
 - j. Approximately 27 projects
 - i.Brave Portal – new University of North Carolina at Pembroke portal, start centered around financial services
 - ii.CMS – customer management system
 - iii.January incidents – 1187 incidents total - 469 – to the helpdesk, desktop and hardware issues, network account or privilege, Canvas,
 - iv.WEPA printing discussed in Faculty Senate – in the event that a student does not use a balance, the amount will stay with them but will reset in June. \$10 for spring and fall. \$5 per session in summer. Will examine previous request to go to \$10
 - k. IT security – remaining vigilant, 4.1 million attempts that could have compromised environment, successfully blocked attempts, over 105,000 SPAM emails, 8% of computers are vulnerable to some kind of threat, low margin, full report will be sent out
 - l. Question regarding recent attack – there have been attempts, but none successful
3. Director of Online Learning—Dr. Miguel Nino
- a. Please remember to share requests for training regarding online teaching and learning, thinking about what to offer summer and fall. AITC could help spread the word in departments.
 - b. SCORM (Shareable Content Object Reference Model) integration discussion - slides shared – integrates online activities for course activities, don't have to worry about compatibility – present content and can insert questions within the content (Camtasia example). Recommendation to submit a LTI request.

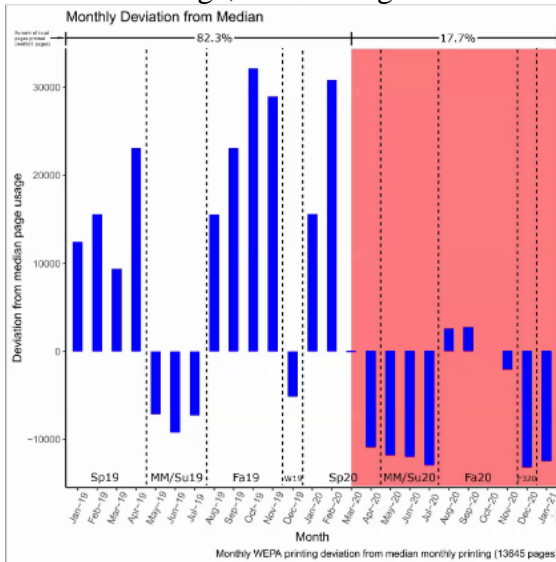
At 4pm Katina Blue left the meeting and assigned her proxy as Liz Cummings

4. Library Report—Jessica Collogen
- a. Bringing back some normalized library hours – modified hours: Monday – Thursday 7:30am – 11pm, Friday 7:30am - 5pm, Sunday 3-11pm (closed Saturday). Considering finals week and looking forward to Fall with downward trends
 - b. Jessica thanked DoIT for the upgrades to room 203, positive impact for students and faculty that teach in room 203
 - c. Library submitted a LSTA grant for hotspots – expected to receive 12-15 Verizon hotspots. Waiting to hear in June.
 - d. Spring library survey during National Library Week for feedback. AITC can help promote the survey to encourage participation
 - e. Also during National Library Week Speaker Rachel Schmidt from California Lutheran University – will be using the collection
 - f. Forming search committees for 2 faculty positions – Systems librarian and Digital Services Librarian, requests representation from DoIT and the Office of Online Learning

N. Unfinished Business

- 1. Follow-up on SAGE LTI.

- a. Debbie provided an update from ARC: in communication with Dr. Vargas and the representative from SAGE. ARC needs access to a sandbox for review.
 - b. Wes asked about the SAGE request and the Benjamin shared the faculty member is following up for a possible resubmission of the LTI request for Fall.
2. WEPA printing usage and faculty survey.
- a. Benjamin shared a report shared with the Faculty Senate with a deviation of the median usage, considering the decrease in usage



- b. Liz just sent the February numbers to update the report
 - c. Recommendation to send a faculty survey about usage and assignments, Faculty Senate voted unanimously and Benjamin will work with the Faculty Senate Executive Committee on a questionnaire with a goal to send and compile results prior to summer.
- O. New Business
1. “Hafnium” Microsoft OWA hacking.
 - a. Katina responded earlier (see CIO report), Benjamin will share with the Faculty Senate Chair
- P. For the Good of the Order
1. Liz reported we had 68 responses to the Faculty technology survey and Benjamin encouraged committee members and faculty to respond
 2. Liz reported the WEPA cost is \$30 per year, \$10 fall and spring, \$5 each summer term
- Q. Announcements
1. none
- R. Adjournment
- Motion Mabel Rivera
 - 2nd Lisa Mitchell
- Adjourned 4:21pm

Minutes respectfully submitted, Lisa Mitchell March 8, 2021