2018-2019 Information Technology Committee
<u>AGENDA</u>

Meeting Date: Monday, October 8, 2018

Meeting Time: 2:00 – 3:00 p.m.

Meeting Location: **College of Sciences, room 221**

- **Call to Order**

- **Roll Call**

- **Approval of Minutes of** *October 1, 2018*

- **Announcements and Recognition of Guests**

- **Old Business**

    - Teleconference Technology: Skype for Business, Teams
    - Multi-factor authentication (discussion and close)
    - Navigation/Directions on Campus
    - Student Perception of Instruction (SPoI) – Processing Mid-Cycle or Mid-Term reports.

- **New Business**

    - Unify multiple "worklists" in PeopleSoft and other systems.

- **Other Business**

- **Adjournment**

Faculty Senate

Information Technology Committee

<u>Meeting Minutes</u>

Meeting Date: Monday, October 1, 2018

Meeting Time: 2:00 – 3:00 pm

Meeting Location: MH 395E

1. **Call to Order**
   - The meeting was called to order at 2:10pm. (The delay was due to some technical issue in connecting to members who could not attend in person. The problem could not be resolved. We finally communicated with them using our old conferencing phone technology!)

2. **Roll Call**
   - Members in attendance: Thad Anderson, Lee Dotson, Sasan Fathpour, Jeannie Hahm, Tameca Harris-Jackson, Sumanta Pattanaik, Matthew Rex, Barbara Sharanowski, John Schultz, Stephanie Vie, Deedra Walton. Joel Hartman represented IT. Guests included Steve Crowe, Adam Lucas, and Lisa Isham from UCF IT.

3. **Approval of Minutes of January 10, 2018**
   - Minutes from Sept 10, 2018 meeting were approved.

4. **Announcements and Recognition of Guests**
   - No announcements. Steve Crowe and two more UCF IT representatives joined the meeting to answer the question relate to Skype and Team.

- **Old Business**
  - Teleconference Technology: Skype for Business
    - Dr. Pattanaik elaborated the exact task related to Teleconferencing technology that the Senate had asked the IT committee to look at.
      1. The main task was to make sure that Skype for Business enabled devices (not necessarily computers) are made available on all campus (included downtown campus) conference rooms.
      2. The other task was to look in to the apparent inability for Skype for Business users to connect individual(s) by making a Skype for Business call to their telephone numbers.
    - Dr. Hartman's indicated that Skype for Business capable phones/equipment costs $150 to $5,500 and are currently available and can be installed in all the conference rooms to make them Skype enabled. However, it is the responsibility

of the department in charge of the conference rooms to make those purchases. UCF IT can provide recommendations for the equipment purchase (list of devices and cost) and provide help for setting up the devices, but is not responsible for providing the equipment. Using Skype for Business for telephone calls to regular telephone numbers, requires a monthly subscription fee of about 18$ that is charged to each individual requiring that facility. It will be in addition to the CISCO phone subscription that the department is currently paying for the individual. So a better option will be to replace all CISCO phone devices by SKYPE enabled devices. Currently the department pays a larger subscription fee to provide CISCO phone connectivity to each individual, so it will be cost effective to provide Skype Enterprise phone service instead. Though it will be a larger onetime investment to replace old CISCO phones by Skype capable phones, it will be a better investment because CISCO phones will be phased out sometime in the near future. Individual/department has to fill in a TRF (telephone request form) for the switching to Skype capable phones. From start to finish it will take about 30 days to complete the switch.

- o Teleconference Technology: Teams
    - Mr. Sink had hinted during our last meeting that Teams is the teleconferencing technology of the future. Dr. Hartman and Mr. Crowe informed the members that Teams is a Microsoft solution for Collaboration. In about 5-years time, Skype will be rolled into Teams. Ultimately all communication chat, talk, document sharing, etc. will be carried out through Teams. Until the time Skype is integrated into the system, Teams can be used as a powerful collaboration tool. UCF IT has made this tool available to the UCF community. It is available at no cost to the collaborating teams. UCF IT is making all the training material available through their website (they will send all the relevant documents to Christie to share with the committee). It provides 25TB of space available to each of the collaborating team. Though it is possible to setup individual teams using online instructions, it is preferable that individual teams ask for a one-time help from UCF IT to set up their collaboration account. This will avoid duplication of Teams account. One of the committee members mentioned that her group is using teams regularly and is very happy with it. She feels comfortable in recommending its use.
- o Multi-factor authentication:
    - Multi-factor authentication matter was discussed. UCF IT provides four different options for multi-factor authentication. Three of them require access to individual's cellphone, one of which (Passcode) allows the user not connected to a data plan or WIFI (for example when accessing from abroad) to generate "a passcode" by the Duo App from their telephone and use for authentication. So there is no real need for cellphone data plan subscription for the authentication purpose. For those not wishing to use their cellphone may opt to use a USB dongle. However, there is a one-time cost associated with this option. The USB dongle must be purchased (by the individual or their department) from UCF IT. (The exact cost of the dongle was not known to the UCF IT representative at the

time of the meeting.) As multi-factor authentication is a matter of individual's privacy protection and security issue, the question of the exact reason of individual's concern needed some further clarification.

- o Student Perception of Instruction (SPoI)
    - ▪ Processing Mid-Cycle or Mid-Term reports: Though this business could not be discussed during the meeting, in a prior communication to Mr. Pattanaik, Dr. Hartman indicated that their current system has the capability to query and process SPoI reports at any time. It's a matter of setting the appropriate options at the begining of the course. If the need arises, UCF IT will be able to discuss and resolve that issue with the representative from the Registrar's Office. Dr. Hartman suggested that we may request the appropriate member from the Registrar's Office to attend a future IT committee meeting.
- o Navigation/Directions on Campus:
    - ▪ Mr. Sink was tasked to talk to the UCF Mobile (the current Campus Navigation App) development team and tell us about whether the existing navigation app can be improved and made more user friendly (say with an interface like that of Google maps). However, he could not attend today's meeting. Dr. Hartman also felt that one or more members of that development team should be asked to attend the next meeting.
- Pending Business
    - o Unify multiple "worklists" in PeopleSoft and other systems: Pending could not be discussed.
- Other/New Business
    - o None
- Adjournment