**University of Central Arkansas**

**Information Technology Advisory Committee**

**Annual Report AY 2015-2016**

**Dr. Chris Davis, Chair**

**Submitted: April 15, 2016**

**Executive Summary**

The committee met four times during the 2015-2016 academic year. However, the final meeting was scheduled for April 21, 2016 (six days after the submission of this report).

The main agenda items of the committee for this academic year were the restructuring of the committee from the defunct Information Services Advisory Committee and updates on the implementation of the UCA IST Strategic Plan, and the implementation of the new UCA portal. Copies of all meeting minutes are attached to this report as appendices.

**Committee Membership:**

|  |  |
| --- | --- |
| **Name** | **Office** |
| Chris Davis, Chair | VP for IST |
| Terry Brewer | IST Designee |
| Laura Young | Academic Affairs Designee |
| Becky Rasnick | Registrar's Office Designee |
| Chad Hearne | VP for Finance & Admin. Designee |
| John Fincher | VP for Student Services Designee |
| TJ Johnston | President's Office Designee |
| Jeremy Crabb | Police Department Designee |
| Velton Daves | Physical Plant Designee |
| Josh Goff | Athletics Designee |
| Steven Addison | Council of Deans |
| Sonia Toudji | Faculty Senate CLA |
| James Fletcher | Faculty Senate CHBS |
| Scott Meador | Faculty Senate CFAC |
| Wendy Rickman | Faculty Senate COE |
| Carla Barber | Faculty Senate COB |
| R.B. Lenin | Faculty Senate CNSM |
| Carl Olds | University College/Honors |
| Joanna Ewing | Torreyson Library Designee |
| VACANT | CTE Designee |
| Marie Smallwood | Staff Senate Appointment |
| Thomas Deatherage | SGA, Graduate Student |
| Andrew Brown | SGA, Undergraduate Student |

**Summary of Meetings**

The committee met on the following dates:

* December 1, 2015
* February 9, 2016
* March 8, 2016 (quorum not met)
* April 21, 2016 (scheduled)

As the committee has only met three times prior to the development of this report, the summary for this year’s report will be limited. Subsequent years’ reports should be much more informative as the committee matures and becomes a more active resource for the campus.

The main area of focus for the committee has been to be briefed on upcoming IST projects and to provide advisory input on the implementation of campus wide initiatives.

One of the projects the committee has given the most input on is the replacement of the current myUCA portal. This was first discussed at the 12/1/15 meeting and has been an ongoing discussion topic since. Jason Cole, from IST, made two separate presentations to the committee to demonstrate the functionality of the new portal. Input from the committee members and others from UCA was submitted through an online form and the suggestions have been incorporated into the final iteration of the portal, which will be presented to the committee on April 21.

The reports received by the committee from the chair are valuable as a tool for disseminating information to the campus at large. Additionally, the input brought to the meetings on behalf of the colleges and divisions is useful in the development of planned upgrades and new technology initiatives.

**APPENDIX A - Committee Minutes 12/1/2015**

**University of Central Arkansas**

**Information Services Advisory Committee**

**Meeting Minutes**

**Tuesday, December 1, 2015**

**Burdick Hall 218**

In Attendance: Carla Barber, Terry Brewer, Jeremy Crabb, Velton Daves, Chris Davis, Thomas Deatherage, Joanna Ewing, John Fincher, James Fletcher, Chad Hearne, Scott Meador, Wendy Rickman, Sonia Toudji, Laura Young

1. Call to Order
   1. Meeting called to order at 1:40pm.
2. Old Business
   1. None.
3. New Business
   1. Changes to ISAC Committee
      1. C. Davis explained the changes to the ISAC Committee and and title change to the Information Technology Advisory Committee.
   2. Update on Technology Plan
      1. <http://uca.edu/go/ucatechplan>
      2. C. Davis gave a thorough update on the status of the campus wide technology plan.
      3. Questions were asked about specific points in the plan which were addressed later in the meeting (Active Directory, campus technology refresh, and the portal).
   3. Active Directory Migration
      1. C. Davis gave an update and breakdown on the Active Directory migration project.
      2. A timeline of events was presented to the committee.
      3. The targeted end date of the project is July 2017.
   4. myUCA Portal
      1. C. Davis shared with the committee that IT is recommending that UCA not upgrade to Luminis 5 and that UCA also not purchase another portal solution.
      2. IT is confident and has plans in place to deal with all the functionality currently part of myUCA that does not involve additional costs to UCA and leverages software and products currently owned by UCA.
   5. VOIP Phone System
      1. The IT department will be demoing a VOIP phone system in the near future.
      2. The system include extension dialing, mobility, voicemail to email, and the ability to move a phone from room to room on campus. It also allows users to take their extension with them on a laptop or desktop computer.
      3. IT will run a demo to evaluate features/functionality and also to determine a cost benefit for UCA.
   6. Campus Computer Refresh (2016-17)
      1. C. Davis updated the committee on the status of the computer refresh for 16-17.
      2. Funds have been requested through SBAC slightly over $600,000.
      3. If SBAC funding is secured, IT will refresh approximately 800-900 computers across campus.
      4. IT is working on a list of computers that will be affected by the possible refresh.
      5. Questions were asked about platform and C. Davis responded that platforms would be maintained (i.e. Macs replaced with Macs and PC’s replaced with PC’s).
   7. UCA Mobile Device Security Policy
      1. C. Davis introduced the group to the security policy.
      2. It is an expansion of Board policy 412 and governs the use of university owned mobile devices and the storage of university owned data.
      3. It is available on the IT website <http://uca.edu/it>
   8. WiFi Upgrades
      1. C. Davis spoke about the plan to update wireless in all of the residence halls and several academic buildings.
      2. T. Deatherage stated that SGA would likely not oppose an increase to the technology fee in order to fund wireless expansion across campus.
   9. Windows 10
      1. C. Davis explained that UCA is not ready to support Windows 10 at this time.
      2. It was strongly advised that users do not install Windows 10 on their machines as it breaks the Novell client.
4. Good of the Order
   1. Nothing to report.
5. Adjournment
   1. Meeting adjourned at 2:47pm.

**Information Services Technology Advisory Committee**

**Formerly the University Computing and Information Technology Committee.**

**Formerly the Information Services Advisory Committee**

**Charge:** The committee advises the CIO Chief Technology Officer (CTO) on campus technology planning and assists in monitoring and assessing implementation of technology planning. The committee rates/ranks proposals from sector working groups and from other campus constituents, and advises the CTOCIO on technology plan implementation and project proposals, and in other ways as needed.

**Annual Report:** The Faculty Senate requests that this committee provide a written report to the Faculty Senate by April 15 of each year. This report should summarize the body´s activities during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the committee.

**Membership:** The Chief Technology Officer, One designee from Information Technology, one designee from Academic Affairs, the Registrar or designee, The Vice-President for Finance and Administration or designee, the Vice-President of Student Services and Institutional Diversity or designee, one designee from the Office of the President, the Director of Admissions and Enrollment Services or designee, the Associate Vice President of Human Resources and Risk Management or designee, one Dean selected by the Council of Deans for a two-year term, one Faculty Member from each college selected by the Faculty Senate for staggered three-year terms, one faculty member from the Library, one faculty member from Honors College/University College, one Faculty Technology Coordinator Instructional Consultant selected by the Director of Instructional Development, the Center for Teaching Excellence, one Staff member selected by the Staff Senate for a three-year term, one graduate student selected by the Student Government Association, one undergraduate student selected by the Student Government Association, and one representative each from the Police Department, the Physical Plant, and Athletics.

The Chief Technology Officer will chair of the committee will be elected by a simple majority of the Committee members.

|  |  |  |
| --- | --- | --- |
| **Member** | **Term** | **Title** |
| Chris Davis | Permanent | Chief Technology Officer |
| Terry Brewer | Permanent | Information Technology Services Designee |
| Laura Young | Permanent | Academic Affairs Designee |
| Becky Rasnick | Permanent | Registrar's Office Designee |
| Chad Hearne | Permanent | VP Finance and Administration Designee |
| John Fincher | Permanent | VP for Enrollment Management Designee |
| VACANT | Permanent | President's Office Designee |
| Jeremy Crabb | Permanent | Police Department Designee |
| Velton Daves | Permanent | Physical Plant Designee |
| Josh Goff | Permanent | Athletics Designee |
| VACANT |  | Council of Deans |
| Sonia Toudji | 2016 | Faculty Senate CLA |
| James Fletcher | 2017 | Faculty Senate CHBS |
| VACANT | 2015 | Faculty Senate CFAC |
| Wendy Rickman | 2018 | Faculty Senate COE |
| Carla Barber | 2016 | Faculty Senate COB |
| RB Lenin | 2017 | Faculty Senate CNSM |
| Carl Olds | 2018 | University College/Honors |
| Joanna Ewing | 2018 | Director of Torreyson Library Designee |
| VACANT |  | Center for Teaching Excellence Designee |
| VACANT | 2015 | Staff Senate Appointment |
| Thomas Deatherage | 2016 | Student Government Association, Graduate Student |
| Andrew Brown | 2016 | Student Government Association, Undergraduate Student |

Meetings: Monthly and on call

Reports to: Provost

Send Minutes to: Chair of the Committee on Committees

Edited: October 7, 2015

**University of Central Arkansas**

**Information Technology Department**

**Active Directory Migration Plan**

1. Project Kickoff - 7/16/15
2. Architecture and Design - 12/10/15 to 3/25/16
   1. Servers
   2. Group policies
   3. Workstation policies
   4. Pilot group identification
   5. Installation of migration tools
3. Build-Out - 10/7/15 to 4/7/16
   1. Primary server build-out
   2. DNS/DHCP configuration
   3. Configuration of SCCM server
   4. Create Windows 10 installer
   5. Pilot LDAP to AD synchronization
4. Testing - 3/25/16 to 6/30/16
   1. Validate group policies
   2. Validate client logins
   3. Validate DNS/DHCP
5. File Server Migration - 7/1/16 to 10/7/16
   1. Design local file shares
   2. Migrate Novell data to Microsoft servers
6. Deployment - 10/7/16 to 7/12/17
   1. FS synchronization
   2. Add clients to domain
7. Project complete - 7/12/17

**University of Central Arkansas**

**Information Technology Advisory Committee**

**Update on myUCA**

**December 1, 2015**

Support for Luminis 4, the software that runs myUCA will expire in April 2016. The IT department has evaluated several options and has determined that given the cost to upgrade to Luminis 5 or convert myUCA to another platform that it is best to eliminate the current iteration of myUCA and leverage solutions that are currently owned and supported by UCA.

Currently myUCA has the following main components:

* Single Sign-On (Self-Service, Blackboard, Email, etc)
* Current Course Listing (My Courses)
* Secured Content
* Group Studio

Solutions in place to accommodate the decommissioning of Luminis 4:

* Single Sign-On (Self-Service, Blackboard, Email, etc)
  + CAS authentication to these services through a static web page
  + CAS is currently enabled and working on all services except Self-Service and a plan is in place to correct this issue
* Current Course Listing (My Courses)
  + Blackboard courses for all sections taught at UCA
* Secured Content
  + Using existing security features present in the WordPress software that currently runs the UCA website
* Group Studio
  + Converting existing groups to Google Groups and utilizing this tool for all future groups

**APPENDIX B - Committee Minutes 2/9/2016**

**University of Central Arkansas**

**Information Technology Advisory Committee**

**Meeting Agenda**

**Tuesday, February 9, 2016, X-Period**

**Burdick Hall 220**

In Attendance: Chris Davis, Terry Brewer, Laura Young, John Fincher, Jeremy Crabb, Velton Daves, Steven Addison, Sonia Toudji, James Fletcher, Scott Meador, Wendy Rickman, Carla Barber, RB Lenin, Carl Olds, Thomas Deatherage, Andrew Brown

1. Call to Order
2. Guests
   1. Jason Cole
      1. Systems Administrator, Information Systems & Technology
      2. Will provide the committee a demonstration of the myUCA portal replacement currently in development
3. Old Business
   1. Approval of minutes from 12/1/15
      1. Approved
4. New Business
   1. Additional changes to ITAC Committee
      1. C. Davis explained the additional proposed changes to the committee
      2. Changes include reporting to the President and Executive Staff
      3. Title changes on the committee
   2. Update on technology plan
      1. <http://uca.edu/go/ucatechplan>
      2. Active Directory implementation is moving along
   3. Discussion on myUCA portal replacement
      1. The main request from the group was personalization
      2. It was suggested that a Favorites page be added
      3. It was suggested that a way to favorite 3-5 links be added
   4. Campus wireless upgrades
      1. C. Davis explained the upgrade process
      2. Quotes are being gathered for the installation
      3. T. Deatherage spoke about the SGA’s possible proposal to create a new technology fee to be directed toward campus wifi upgrades
5. Good of the Order
6. Adjournment

**APPENDIX C - Committee Minutes 3/8/2016**

**University of Central Arkansas**

**Information Technology Advisory Committee**

**Meeting Agenda**

**Tuesday, March 8, 2016, X-Period**

**Burdick Hall 218**

In attendance (quorum not met): Chris Davis, Terry Brewer, Chad Hearne, Scott Meador, Wendy Rickman, Carl Olds, Thomas Deatherage

1. Call to Order - Chris Davis
2. Guests
   1. Jason Cole
      1. Systems Administrator, Information Systems & Technology
      2. Will provide the committee a demonstration of the myUCA portal replacement currently in development
3. Old Business
   1. Approval of minutes from 2/9/16 - (held for next meeting)
   2. Finalize initial feature set for myUCA portal
      1. Survey will be resent to the committee to solicit feedback for improvements and features
      2. Committee members will share the survey with others
   3. Survey results for UCA student wifi funding survey
      1. C. Davis discussed the survey results
      2. Students very unsatisfied with wifi on campus
      3. T. Deatherage shared results of student SGA survey that favored adding a flat fee for wireless upgrades
4. New Business
   1. Email Encryption
      1. ZixCorp has been contracted to provide encryption services
      2. Will automatically encrypt email for those in HIPAA group
      3. Rules established include account numbers, social security numbers, financial information
      4. Can include FERPA information
         1. Faculty expressed concern that emails to students could be impacted
         2. FERPA rules will be evaluated and passed to the committee before implementation
   2. Policy for Computer Use Outside the United States
      1. Anyone traveling to any country outside the US cannot take their UCA issued devices
      2. IST will provide loaner devices that can be taken overseas
      3. Applies to all laptops, tablets, etc.
   3. UCA Google Apps Best Practices Page
      1. Page established to help users understand what Google agreement applies to and what it does not
      2. <http://uca.edu/it/data-security-best-practices-for-google-apps-uca/>
   4. Campus wireless upgrades
      1. Installation contract waiting to be approved
      2. Hope to begin installations in May
      3. Buildings will be prioritized by need
5. Good of the Order
   1. Nothing to report
6. Adjournment