**Notes from the IT steering committee meeting**

Date: March 11, 2020

Time: 3:00 PM - 4:30 PM

Location: Webex and ENGR 125

**Agenda**

1. Academic & business continuity preparedness (Suess, Fritz)

2. Faculty research expertise database (Jacobs)

3. Academic advocates (Knapp) *(Not sure if this was covered…)*

4. HelioCampus (Suess)

Webex introduction, features, and test for this meeting. DoIT to order ten more cameras to be used in key conference rooms all over campus for on-line meetings. This will make the on-line experience more advanced.

**Academic Continuity John Fritz and Jack Suess**

Doit reported that they had 120 people in an on-line webinar today, and everything went smoothly. In the future, there will be a lot of training held on-line/webinar style. One question from faculty was if to use Blackboard or webex for on-line classes. According to John Fritz, that depends on if the faculty is providing a recorded lecture or live streaming. John Fritz underscored the importance of using single sign-on software for meetings. Not Zoom or any system that uses access through FB or other social media. Only use tools that are preferred by campus because of liability and security questions.

Jack emphasizes that it is essential to stick with what we know and to be consistent if this should go on further. The faculty might have to rethink how they do their teaching. John recommended the product name “Voice Thread” as a tool for webinars.

For students who don’t’ have internet, there are several places where they can go. The UMBC library is still open. There is also free wi-fi at many places like McDonald’s, Starbucks, and Ocha Mocha, for example. For those who can’t afford personal computers, we are looking into if we can lend them a laptop through the library, or there are also refurbished ones from vendors for a low cost.

**Faculty Research Expertise database**

One has identified that there is a need for a research database so that people on campus (faculty, staff, researchers, and external people) can collaborate and get information on what is being explored and researched on campus. Today it is challenging for faculty to connect with each other for research collaboration. Jacobs and her team have created a database for research drawing data from Digital Measures. They will build a centralized search experience to showcase faculty expertise at UMBC using Digital Measures. Today they have a few departments that are currently testing the feature as pilots. Psychology GWST, CBEE, and Biology sciences. The limitation at this stage is that the search engine is not as powerful as they would want. They will start small and build on it for a better experience in the future.

**Business Continuity (continuing)**

There is a page pon DoIT’s website <https://doit.umbc.edu/>, and <https://doit.umbc.edu/business-continuity/> People are urged to take a look at it. If you have any questions, please don’t hesitate to contact DoIT. One question that arose was if personal computers can be used for work. The answer is it depends. Regular office work shouldn’t be an issue, but if there is sensitive personal information is stored, it’s a NO. Jack urged faculty to contact DoIT before they go on-line with lessons so that they feel comfortable.

**HelioCampus**

Today we use Blackboard Analytics. We will switch to HelioCampus as soon as the software has been approved by Procurement. The implementation plan will stretch until the end of 2021, and it will be launched in mid-October this year. The target group initially is high-level management who does not use BlackBoard. BlackBoard analytics will be needed in December 2021.

At the pen.

Helena Dahlen