



Committee Name:	Learning and Research Technology Workgroup		
Date of Meeting:	October 2, 2020	Time of Meeting:	9:00 – 10:00
Location:	Zoom https://calpoly.zoom.us/j/6376243894	Minutes Prepared By:	Sarah Jones

Attendance at Meeting

Present

Sean Hurley, Chairperson, CAFES	Zach Vowell, Kennedy Library	Scott Hazelwood, CENG	Alison Robinson, AVP for ITS
Bruno Ribeiro, CLA	Trish Brock, Director of Research Compliance	Keri Schwab, CAFES, Academic Senate	Sarah Jones, ITS
Jennifer Klay, CSM	Gregory Scott, CSM	Alfred Castillo, OCOB	Patrick O’Sullivan, CTLT
Joe Clearly, CAED			

Absent

Meeting Agenda

Agenda:

- I. Approval of June meeting notes
- II. Centralization Update
- III. Online Learning and Virtual Labs – feedback on the experience
- IV. Campus Computer Refresh Status
- V. Topics for the year
 - a) Research Service Center
 - b) Outdoor wireless access
 - c) Other

Meeting Notes, Decisions, Issues

- **Introductions:** Welcome and introductions.
- **Approval of June meeting notes:** Gregory Scott approved the minutes with Bruno Ribeiro seconding, all in favor.
- **Centralization Update:** Alison presented Project & Change Team, and Project Plan Tasks documents. Next step will be to conduct the Listening Sessions once the project is sanctioned by the cabinet. Committee members provided the following feedback:
 - a) Gregory Scott asked about future state. Alison confirmed org chart placement will occur through dialog with the employee and known before people are officially moved; this is a team effort to create the org chart and the Listening Sessions will be the starting point.

- b) Gregory Scott suggested that ITS provide an executive summary before the Listening Sessions so that people can come up with questions. Gregory offered to provide review of this summary.
- c) Departmental communication strategies discussed. Jennifer Klay and Trish Brock suggested including the department chairs in the conversations as they communicate directly with their departments regularly.
- d) Sean Hurley asked about timing. Alison stated the project has not yet been sanctioned but her estimate would be around Spring Break when the formal paperwork would be processed. Alison let the committee know once the paperwork has been processed and the employee has a new manager they will continue to work as usual supporting their colleges/departments.
- e) Sean Hurly asked how centralization will affect budgets and reallocation of budget. Alison confirmed that this is what is being determined in the project but it is likely employees will come with loaded salary, training, and material budgets. College / department technology budgets remain within the college.
- **Online Learning and Virtual Labs:** The forum was opened to discuss what is working, or not working.
 - a) Gregory Scott-Applications (Excel was the example provided) running slow and timing out. Alison spoke to network connections causing the slowness and will review time out rules.
 - b) Sean Hurley-Allocation of students in Canvas is lagging. Alison advised the committee that Canvas is aware of this bug in their system, currently ITS has a workaround. ITS is working with Canvas as the bug is unresolved.
 - c) Gregory Scott-Class enrollment is horrible, is there a replacement for PASS Alison to look into this issue and get back to the group.
 - d) Alfred Castillo-Application streaming does not work well for all applications as they do not lend themselves to this environment. Alfred asked if virtual machines would improve performance. Alison confirmed AWS is developing virtual machines that can be managed as a group, but it is not currently available. Funding this service would need to be addressed.
- **Campus Computer Refresh Status:** In the past, faculty computers would be refreshed every 3-4 years. Alison discussed budget cuts; campus computer refresh was part of those cuts for ITS. This is an unknown budget situation, and it is unclear if the budget for the Provost has been affected. Committee members in agreement that a memo needs to be drafted to the Provost regarding this matter. Computer refresh is necessary especially in the current virtual environment.
- **Topics for the year**
 - a) Research Service Center
 - b) Outdoor wireless access - Alison provided the link to the Outdoor WiFi heat map <https://www.google.com/maps/d/viewer?mid=1kRVx0B7hRBY95UDNiEaPQh5rzhgfc4C&ll=35.29907451949943%2C-120.65881669166312&z=17>
 - c) Suggested Topics:
 - Sean Hurley suggested Campus Computer Refresh - memo to Provost signed by committee members regarding necessity
 - Trish Brock suggested Export control regulations and distance learning (Trish to provide details as she is presenting this to other groups)
 - Patrick O'Sullivan suggested Academic Support Software (what we have, what is needed/essential, what will be funded, who makes funding decisions...)

Action Items			
Action			Due Date
Virtual lab application time out rules.	Alison		11/6/2020
Pass replacement.	Alison		11/6/2020
Next Meeting			
Date:	November 6, 2020		Enter time
			9:00 – 10:00