



<b>Committee Name:</b>	Learning and Research Technology Workgroup		
<b>Date of Meeting:</b>	November 6, 2020	<b>Time of Meeting:</b>	9:00 – 10:00
<b>Location:</b>	Zoom <a href="https://calpoly.zoom.us/j/6376243894">https://calpoly.zoom.us/j/6376243894</a>	<b>Minutes Prepared By:</b>	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	Joe Cleary, CAED	Sarah Jones, ITS
Jennifer Klay, CSM	Gregory Scott, CSM	Doug Lomsdalen – Guest	Bret Heenan - Guest
Amy Schwartz - Guest			

#### Absent

Patrick O’Sullivan, CTLT	Alfred Castillo, OCOB	Keri Schwab, CAFES, Academic Senate	
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### Meeting Agenda

- I. Approval of October meeting notes
- II. MFA (Duo) Enrollment -Doug Lomsdalen & Amy Schwartz
- III. Tilde Web Server Migration – Bret Heenan & Amy Schwartz
- IV. Update on Listening Sessions for Centralization and Faculty Feedback
- V. Facilitating Faculty’s Usage of AWS Resources for Research

### Meeting Notes, Decisions, Issues

- I. **MFA (Duo) Enrollment:** Amy provided an overview and key points. Required by 12/9/2020. More info at <https://bit.ly/calpolymfa> (self-help & FAQ)
  - Forum opened for feedback and questions: October 25<sup>th</sup> date took people by surprise; the messaging was not heard. (Q) Tokens requested by people that are philosophically opposed to use their personal device for this. This is acceptable case for a token. (Q) Can the 12-hour time limit be extended, as other universities have done? Doug will review the request. (Q) Backup code feature requested? This feature is currently disabled; Doug will review options. (Q) Will the annual password change requirement be reviewed now that we have MFA? Annual password change coincides with the annual security awareness training. Password reuse feature discussed, security is not in favor of password reuse.
- II. **Approval of October meeting notes:** Gregory Scott approved the minutes with Joe Cleary seconding, all in favor.

- III. Tilde Web Server Migration:** Bret reviewed the history and need for the migration. Communication path reviewed (Dean and targeted communication efforts). The tilde server is going offline in December.
- Forum opened for feedback and questions: (Q) Can faculty/staff link from a departmental site to a personal site? Bret confirmed this can be done. Sean mentioned that historically they don't want you to link to outside sites unless you know they are ADA compliant. Governance needs to be reviewed; L&R will work to create policy recommendation that will be presented to the Academic Senate. It was suggested that ITS present 2-3 solutions, such as GitHub or Google Pages. Alison discussed creating documentation to address this once policy is created. (Q) Concern regarding search engine optimization and not having a redirect. Bret confirmed this would be a challenge and not operationally feasible, he suggested meta refresh.
- IV. Update on Listening Sessions for Centralization and Faculty Feedback:** Alison presented meeting schedule and discussed progress. Alison presented the slide deck and reviewed the reorg that has been done in ITS and creating the Service Organization in a DevOps Culture. Discussed the administrative tasks and shared timeline of March – April. Centralization and modernization discussed.
- Forum opened for feedback and questions: Committee suggested a very pointed communication effort breaking down how a person would get assistance in a real scenario. (Q) Is there any other model or another CSU that is currently using the model we are moving to that can speak to the success they have had; data supports change? Alison spoke to Cal Poly being one of the few that is not centralized.
  - **Facilitating Faculty's Usage of AWS Resources for Research:** – Hold for January meeting.

Action Items

Action	Complete
January 8 <sup>th</sup> meeting possible reschedule.	Alison & Sean
Add Facilitating Faculty's Usage of AWS Resources for Research to next agenda.	Sarah

Next Meeting

<b>Date:</b>	January 8, 2021 (Tentative)		Enter time	9:00 – 10:00
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