



Committee Name:	<i>Learning and Research Technology Workgroup</i>		
Date of Meeting:	<i>February 12, 2021</i>	Time of Meeting:	<i>9:00 – 10:00</i>
Location:	<i>Zoom</i> https://calpoly.zoom.us/j/6376243894	Minutes Prepared By:	<i>Sarah Jones</i>

Attendance at Meeting

Present

Sean Hurley, Chairperson, CAFES	Heather Cribbs, 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	Patrick O’Sullivan, CTLT	
Keri Schwab, CAFES, Academic Senate	Brian Spolarich, ITS	Matt Weber, ITS	

Absent

Alfred Castillo, OCOB			
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Meeting Agenda

- I. Approval of November meeting notes
- II. DUO Multifactor Authentication Update
- III. RPT and Canvas Storage & Zoom Recording Storage
- IV. Classroom Management Software and the Future – The list of classroom management software we use on campus includes:
 - i. Pharonics Insight - used by CSM
 - ii. SchoolVue - used by CAFES
 - iii. Veyon - Used by OCOB
 - iv. Apple Remote Desktop - Used by CLA, CAED
- V. Facilitating Faculty’s Usage of AWS Resources for Research

Meeting Notes, Decisions, Issues

- I. Welcome and introductions.
- II. Approval of November meeting notes: Approved with corrections to the meeting date and spelling of GitHub. Gregory Scott approved the minutes with Joe Cleary seconding, all in favor.
- III. DUO Multifactor Authentication Update: The 12-hour time limit feature has been extended to 30 days as of 02/04/2021. (Q) Has progress been made on the backup code feature? Alison confirmed Doug L is currently focused on security audit, the request is still in review and the team is still working on the bring your own device feature. (Q) The token messaging is inconsistent, when are tokens being provisioned? Alison confirmed mobile is the preferred method; however, tokens are available and can be requested.

- IV. RPT and Canvas Storage & Zoom Recording Storage: Committee discussed how to store Canvas data for use in the RPT process. Alison confirmed Canvas does not ever delete, you are billed for extra storage. If funding is available, we can continue to store. One solution presented was to duplicate and freeze. This solution has possible security risks (data would be removed from the FERPA environment). Other possible solutions suggested is to give observer access to review course content and consider process changes in the RPT process as teaching has changed significantly.
Zoom recording storage discussed. Trish confirmed she has been working with Doug Lomsdalen on retention; recordings need to be treated and deleted appropriately when the content of the recordings is research related.
- V. Classroom Management Software and the Future: The university currently uses multiple classroom management software tools; can this be consolidated? The committee agrees that to make that determination they need to understand the purpose and functionality of each software. ITS will work with CITC that currently support the software to determine purpose and functionality.
- VI. Facilitating Faculty's Usage of AWS Resources for Research: Server Vending Machine discussed, charge back is currently in discussion with Administration & Finance. (Q) What is the charge back model on these servers? Cost is based on what is used, not hardware (shift from CAPEX to OPEX), and an overhead rate that may vary depending on the funding source. (Q) Is L&R the correct committee to be addressing this, should Research be tackling this? Trish would like to start the conversation and include Amy Velasco and Alison. Need a service center that provides costing and rates, then we need the mechanism to charge back to the accounts for the compute that is used.
- VII. Zoom Outage: Committee asked for an update. Outage due to a network traffic overload that took out switches and connectivity, this was not a security incident.

Action Items

Action

Work with CITC that currently support the classroom management software to determine purpose and functionality.	Alison	
Contact Doug L for status on backup code and BYOD DUO features.	Alison	

Next Meeting

Date:	March 05, 2021		Time:	9:00 – 10:00
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