## 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 Hurley 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=1kRVxOB7hRBY95UDNiEaPQh5rzhgfce4C\&ll=35.29907451949943%2C-120.65881669166312&z=17](https://www.google.com/maps/d/viewer?mid=1kRVxOB7hRBY95UDNiEaPQh5rzhgfce4C\&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...)
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<thead>
<tr>
<th>Action Item</th>
<th>Assigned To</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Virtual lab application time out rules.</td>
<td>Alison</td>
<td>11/6/2020</td>
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<tr>
<td>Pass replacement.</td>
<td>Alison</td>
<td>11/6/2020</td>
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| Next Meeting                                   |             |            |
| Date:                                          | November 6, 2020 | Enter time | 9:00 – 10:00 |