

Purdue University Fort Wayne
Academic Computing and Information Technology Advisory Subcommittee (ACITAS)
December 8, 2023 Meeting Agenda and Minutes

Present: Erika Mann (chair), Rama Cousik, Shannon Johnson, Katie Jia, Kathryn Snider, Arjun Sharma, James Cashdollar, Jack Li, Jeffrey Cline, John Buteyn, Andrew Dzierla (invited guest), Jake Trader (invited guest)

Absent: Sarah LeBlanc

Meeting called to order at 11:31 a.m.

1. Discussion of MFA app and email security

- MFA app – Jake responded to whether the university is tracking info or location at all time. Said it does not. It does know your location when you sign in to identify you as in FW but it is configured to not track otherwise. It can get generic location from you based on your IP address, which can identify down to what city you are in so that it can be alerted if someone is trying to log in from far away or not usual spot.
 - ITS is working on enabling hardware tokens, purchased by ITS, as an alternative to MFA app.
 - Question was asked if this would be available for students, especially for those who don't have one. Jake stated that it would for student workers. Also asked about regular student (not working on campus) who might need it. They aren't sure, but Andrew said they can submit an exception request.
 - How would this work for international travel? Jake suggested that it could work with another in-country number. Andrew suggested using hardware token that could be "checked out" for the duration of the international travel
 - What happens with students going home to another country over the summer? ITS can send out communications before they leave for summer about what their options are and what they need to do before they break for summer.
 - Andrew mentioned that the MFA change was a surprise to PFW ITS as well, so they weren't able to prepare for it
- How email security works: Email first gets stopped by Microsoft Defender. This is controlled by PWL. This is what flags something as junk to quarantine. But Jake in PFW can pass on requests for something to not get flagged. These requests go on to PWL PSS who determine if it will be whitelisted. The second layer of protection is controlled by PFW. This is be cloud service Trend Micro. There is a new configuration that will send an email saying something has gone to junk to alert users. Also now configured so won't flag anything from PFW sender. Trend Micro does not cover student emails.
 - Anytime you create something that is templated, it's more enticing for phishing campaigns as they can copy it

2. Approve November minutes

3. AI Resource Group – approval to start group with membership from Ed Tech ITS Library and ACITAS

4. New business

5. Updates

a. Ed Tech (Katie) –

- i. Ed Tech/UTS/CELT group Tested Creator +. This group feels the tool is rather limited and not very intuitive. An instructor can't see if a student has completed

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a quiz or activity and whether they have gotten any questions right/wrong. Some screen readers can't read all questions. Overall they feel that the tool does not add much for faculty. They are other ways to have embedded quiz tool in a similar way and think that works better than Creator +. They don't feel it is worth the investment (cost). They are very involved in the testing process and whatever they find out, they will share

- ii. Kaltura changes – based on contract we are supposed to delete videos after no activity in so many years. It is possible that we will need to delete. Our campus will be involved in deciding the process on how this is carried out. Adam will look at reporter tool to see what is possible to do and what is important and what procedures and communications need to happen. Likely this would start next semester.
- iii. Outcomes tool in Brightspace. Still ongoing and waiting for signature on contract to start pilot. This is a system-level project.
- iv. Checking what tools are available at PFW for retention and student success, where there are overlaps, which tools is best for users. Ed Tech collaborating with Kent

Next meeting: Friday, February 2, 2024, 11:30 a.m.

Purdue University Fort Wayne
Academic Computing and Information Technology Advisory Subcommittee (ACITAS)
November 10, 2023 Meeting Agenda and Minutes

Present: Erika Mann (chair), Rama Cousik, Shannon Johnson, Katie Jia, Kathryn Snider, Sarah LeBlanc, Arjun Sharma, James Cashdollar, Jack Li, Jeffrey Cline, John Buteyn

Absent: Scott Vitz

Meeting called to order at 11:31 a.m.

1. Approve agenda and October minutes
2. BrightSpace Access Guidelines
 - a. Access request form updated draft 2
3. New business
 - a. In response to concerns expressed by faculty members sent to ACITAS, request from ACITAS to ITS to make statement clarifying policy and procedures for Microsoft authentication app and quarantined/junk emails.
 - i. Includes question of what options are available to those not able to have app on phone or refuse to have work app on personal phone
4. Updates
 - a. Ed Tech (Katie)
 - i. Clarification on Creator+ being an add-on that isn't currently turned on in Brightspace. Ed Tech is testing Creator+ and its features starting next Friday. Will need to consider how this might benefit us and what the cost is.
 - ii. Pilot program for Outcome. Was tested before and it had some issues, but they have made improvements in software since then. We have not signed the agreement for this pilot yet as we still have questions about some terms
 - iii. Exploring integration of Watermark's Learning and Self-Study tool into Brightspace.
 - iv. Ed Tech would like to start to create inventory of all retention- and accreditation-related tools/software so we can see what all is available, where there are overlaps, and what works best for our needs. We hope to create a streamlined process to save university money and provide better support for our faculty.
 - b. other

Next meeting: Friday, November 8, 2023, 11:30 a.m.

Purdue University Fort Wayne
Academic Computing and Information Technology Advisory Subcommittee (ACITAS)
October 13, 2023 Meeting Agenda and Minutes

Present: Erika Mann (chair), Arjun Sharma, Jeffrey Cline, Jack Li, Scott Vitz

Absent: Katie Jia, Kathryn Snider, Shannon Johnson, James Cashdollar, Rama Cousik, Sarah LeBlanc, John Buteyn,

Meeting called to order at 11:35 a.m.

1. Approval of agenda and minutes from September 15 meeting
2. BrightSpace Access Guidelines -- Access request form draft
3. New business
4. ITS Updates
 - a. Technical account member from Brightspace visit to PFW. Comments on Gradebook sent to reps regarding making improvements to Gradebook to make it less clunky. Creator+ add-on more features are embedded with less source coding. Includes ways to make content more interactive. This is in our testing system
 - b. Faculty replacement system for this year will launch mid-October
 - c. Windows 10 update that will be pushed out. ITS is currently testing. This isn't a significant update. No date set yet on when change is made.
 - d. CAS migration authentication downtime – Sat. Oct 14 9am to Sun. Oct. 15 10pm. CAS authentication will be down but top priority.

Next meeting: Friday, November 10, 2023, 11:30 a.m.

Purdue University Fort Wayne
Academic Computing and Information Technology Advisory Subcommittee (ACITAS)
September 15, 2023 Meeting Agenda and Minutes

Present: Erika Mann (chair), Shannon Johnson, James Cashdollar, Rama Cousik, Arjun Sharma, Jeffrey Cline, Jack Li, Sarah LeBlanc, Katie Jia, John Buteyn, Kathryn Snider, Scott Vitz

Absent:

Meeting called to order at 11:31 a.m.

1. Approval of agenda and minutes from August 30 meeting
2. BrightSpace Access Guidelines -- Access request form draft
 - a. Erika will request from Registrar and/or IR about what current processes are regarding ensuring FERPA is not violated
 - b. Add link to FERPA regulations on form
3. New business
 - a. New computer programming consulting service for faculty, students begins October 2. Will be located in the library, room 418. Hours and information available: https://library.pfw.edu/CS_Consultant
4. ITS Updates
 - a. Faculty Computer Replacement Program – this year’s cycle of the Faculty Computer Replacement Program is scheduled to launch in early October. Right now, preparations are being made for that launch, which includes analyzing several spreadsheets of various information to determine which faculty members are most eligible for funding. Since funding is limited, we can only replace about 50 computers.
 - b. Pushing grades from Brightspace to Banner has been the topic of discussion for a long time at PFW. Until recently, implementing that feature was not possible, due to the fact that PFW shares an instance of Brightspace with 2 other Purdue campuses. Now, the necessary environment is in place at PFW that will allow us to leverage Ellucian’s Intelligent Learning Platform to begin exploring the possibility of pushing grades from Brightspace to Banner, even though we share an instance of Brightspace with 2 other Purdue campuses. As you noted, this is at an early exploratory stage and will take time. No dates have been set.

Next meeting: Friday, October 13, 2023, 11:30 a.m.

Purdue University Fort Wayne
Academic Computing and Information Technology Advisory Subcommittee (ACITAS)
August 30, 2023 Meeting Agenda and Minutes

Present: Erika Mann (chair), Shannon Johnson, James Cashdollar, Rama Cousik, Arjun Sharma, Jeffrey Cline, Jack Li, Sarah LeBlanc, Katie Jia

Absent: John Buteyn, Kathryn Snider, Scott Vitz

Meeting called to order at 11:01 a.m.

1. LeBlanc moved to approve Erika Mann as chair and Cousik seconded. All voted in favor.
2. Discussion was to set monthly meetings for 11:30 a.m.-12:30 p.m. the second Friday of each month with the exception of September, when we will meet on September 15.
3. Mann mentioned need to put in place mechanisms that will allow for carrying out policies and procedures outline in Senate Document 22-31, Recommendations for Policies for the User of Brightspace Learning Management System (LMS) Data, passed 4/17/2023.
4. Mann will send invitations for future meetings as well as Senate Document 22-31 and meeting notes.

Next meeting: Friday, September 15, 2023, 11:30 a.m.