University Information Technology
Committee Minutes
Monday, 02-22-2021
9:30 a.m.

Join Zoom Meeting:
https://ufl.zoom.us/my/cacim/

Present: Ray Issa, Bojan Lazarevic, Marshall Haning, Mark McCallister, Megan Leroy, Michael Bumbach, Nico Cellinese, Charley Widmer, Eric Porges, Juan Claudio Nino, PJ Brucat, Laurie Bialosky, Randell Doty, Sean Davis, Stacey Ewing, Alex Fox-Alvarez, Herbert Lowe and Rafael Munoz-Carpena.

1. **Call to order & Introductions** – Raymond Issa, Chair, University Information Technology Committee
   - The meeting was called to order by Chair Issa at 9:00 a.m.

2. **Approval of 25 January 2021 Minutes**
   - The minutes were approved.

   Administrative Liaison Report – Mark McCallister, Director of Academic Technology
   - **IT Informational Items**
   - The Unison platform is being used as a central platform for main operational data, including captures of Canvas and contextual data from the student information systems. This creates a repository, so data is uniformly held. It provides additional data for UF's learning tools and that of other universities. UFIT is beginning to coordinate outreach efforts for this student-oriented analytical tool which allows faculty and students to see particular learning assets in a course. For example, a student can view how many peers in a given class have read an assignment. The platform allows UF to participate in multi-institutional educational research. The Institute for Advanced Learning Technologies (IALT), which is relatively new, conducts a series of webinars in the College of Education highlighting recent UF and colleague university research. Faculty may sign up for their listserv to receive notifications.
   - UF teaching and research infrastructure was discussed. Please contact Mark McCallister or Erik Deumens, Research Computing Director, with any inquiries related to UF's research computing infrastructure.
   - **HyFlex Learning – Preparing for Summer**
   - Classrooms are operating with HyFlex technology. As the semester continues, better classrooms audio and visual solutions continue to be developed. UFIT is working to identify and resolve any problem areas, including computer crash

sources, to make the learning and teaching environment as stable as possible. As UF looks toward the summer semester, Mark McCallister is soliciting faculty and committee feedback to ensure resources are being properly directed. The summer semesters will be mixture of a HyFlex and remote environment.
- The committee discussed that physically large classrooms and auditoriums present one of the most challenging environments. A number of catch box microphones can be ordered to enhance audio between students and professors. This tool requires hands sanitization when sharing, as it is a microphone cube which can be tossed between participants with a wireless microphone. Students can also be asked to move closer to a classroom microphone.

3. **Other Business**
   - An inquiry was raised about effective modules for testing and evaluating delivery methods. Committee members discussed that an IRB is needed for access data in an individual faculty research project. IT is developing a webpage to identify how to request access and set up a liaison for such research projects.
   - Concern was expressed about the significant divide in individual students' access to technology and proper equipment. While there is a minimal starter kit which students must have, classroom interaction and learning can be severely hampered by students facing such challenges. Mark McCallister shared this link: https://elearning.ufl.edu/keep-learning/preparing-for-spring/ and agreed that this is a DEI issue in need of continued attention to establish optimal resources for struggling students. https://www.sfa.ufl.edu/aidagator/ is one such resource. Faculty discussed ways to help students, including consideration of establishing a help desk 'cheat sheet' for recommended brands and equipment for commonly used items at the bookstore or in the general supply chain. This could include recommendations for cameras, microphones, speaker solutions, and other critical learning technological components. It may also be helpful for faculty to add such a resource link or general information to syllabi.
   - The committee discussed if any limits or concerns with Zoom cloud storage has been encountered.
   - UF has a mechanism enabled to automatically copy or upload Zoom recordings into Mediasite to assist with increased retention and security. Because Zoom recordings are typically available only for about six months, faculty need to move its content to another platform. Faculty are encouraged to do this by at least the end of each semester.
   - An inquiry was raised regarding code storage in the cloud and possible restrictions on faculty publications when utilizing code. Is data or code the primary security risk? The answer is dependent on what is contained in the code. A request in the fast pass solution site is needed for any code containing restricted data. Separating software, versus code, versus data was discussed. FERPA must be

considered and provides guidelines. Export control can sometimes blur these lines a bit. Examples of, and distinctions between, protected raw data were made.

4.   Adjournment
– The meeting adjourned at 10:03 a.m.