

# University Information Technology Committee

## Minutes

Monday, 1-25-21

9:30 a.m.

Via Zoom:

<https://ufl.zoom.us/my/cacim/>

**Present:** Ray Issa, Erik Deumens, Amber Emmanuel, Eric Porges, Ryan Yang, Marshall Haning, Megan Leroy, Wynton White, Juan Nino, Michael Bumbach, Laurie Bialosky, PJ Brucat, Stacey Ewing, Charley Widmer, Alex Fox-Alvarez, Mark, McCallister, Nico Cellinese, Randell Doty, Herbert Lowe, Bojan Lazarevic, and Rafael Munoz-Carpena.

1. **Call to order & Introductions** – Raymond Issa, Chair, University Information Technology Committee
  - The meeting was called to order at 9:31 a.m. by Chair Issa.
2. **Approval of 30 November 2020 Minutes**
  - The minutes were approved.
3. **Artificial Intelligence (AI) Update** – Erik Deumens, Director of UF Information Technology Research Computing
  - Dr. Deumens presented information on the [UF AI Initiative and HiPerGator 3.0 & AI](#).
  - An overview was provided of the Artificial Intelligence (AI) timeline, beginning with initial conversations taking place in November 2019 with UF alum and NVIDIA co-founder Chris Malachowsky, and others, through this month's HiPerGator AI system validation and early user access.
  - Presentation points discussed included:
    - The graphics processing unit and card with a special processor located in the interior of computers, used initially for advanced videogames and simulating realistic environments, and weather modeling.
    - Platforms and science developed by [NVIDIA](#).
    - HiPerGator 3.0 is the front end of the HiPerGator AI.
    - The capabilities of the machine was discussed, and the example of natural language processing was provided.
    - UF is currently the only institution to have this system.
    - Committee members can help communicate that faculty and university staff can use this system for computations at no cost. Allocations can be purchased by units, funded research projects, or for course development. If departments or faculty want to use the system, they should contact Dr. Deumens or his staff and specify their needs and obtain training.
    - NVIDIA and UF training session resources on the use of HiPerGator was shared. The two major sites are the AI website: <https://ai.ufl.edu/> and Research Computing's site: <https://www.rc.ufl.edu/>. Units' project information will be added to the website(s).
    - Class, faculty, or unit tours are available by [contacting](#) Dr. Deumens.
    - With the potential widespread and diverse use of AI for faculty across colleges, the committee discussed some project types and ways which community needs could be

met using HiPerGator AI.

The committee also discussed the central operating system of HiPerGator, AI edge computing, vision and natural language processing support, and software.

- Dr. Deumens discussed some current projects, such as those using natural image processing and gene sequencing. 133 diverse AI proposals were received; of those, 20 were fully funded at \$50,000 for one year; and 75 more were considered highly meritorious and were provided some limited resources.

- There is interest in setting up a group of experts of faculty, post docs, and staff, to create multiple groups of interest.

**4. HyFlex Classroom Technology**, Mark McCallister, Director of Academic Technology

- UFIT has completed standard HyFlex technology installations in 100% of the 214 Registrar-managed classrooms.

- College IT staffs across campus report that the college-owned learning spaces are functioning optimally, with the needed equipment or mitigations in place, and some continued improvements in the works.

- UFIT continues to meet with faculty daily, and throughout each day, to assist with optimizing in-classroom experiences, and help faculty become comfortable with and proficient at Zoom. Common issues which are addressed include: selecting the correct cameras, microphones, and monitors; properly managing PowerPoint presentations; and resolving any general technical problems encountered.

- UFIT conducted more than 800 faulty consultations with instructional support and design teams across units.

- Additional equipment upgrades were implemented in about fifty rooms to help with HyFlex instruction, including in some of the larger lecture halls.

- Increasing audio capabilities is a focus and includes the distribution of wireless mics, etc. to enhance audio.

- UFIT is also tracking and resolving sporadic Zoom and PC issues which arise.

- If faculty are unsure if their classrooms are college or registrar-managed, they will be directed to the correct contact(s) by UFIT classroom support.

- Following the shortages experienced over the summer, strain on the supply chain for technology supplies, such as headphones, has been reduced.

**5. Email Retention Policies**, Mark McCallister

- <https://it.ufl.edu/policies/email/electronic-mail/> was discussed. The default retention setting is set to three years on the inbox and sent folder, and the deleted items folder is purged after 30 days.

- The FAQ link was shared: <https://security.ufl.edu/resources/email-safety/electronic-mail-policy-faq/>.

- Users should review this link: <https://info.mail.ufl.edu/managing-email/manage-and-retain-your-mail> and may wish to consider making a back-up copy of emails if there is concern about accidental deletions, erroneous placement of needed emails in the deleted items folder, or otherwise losing your email.

- Following an inquiry, it was noted that the type of information included in an email can determine the length of legal or mandated retention.

**6. UFIT Strategic Plan, Mark McCallister**

- The committee previously discussed the published, five-year UFIT strategic plan. It has been significantly re-organized from the previous five years, so committee members are asked to please review <https://it.ufl.edu/leadership/strategic-plan/>, which is organized into six major categories. A number of objectives are then listed under each category.
- Committee members raised concerns about privacy. While privacy is an element considered in each objective, it was suggested that Chief Compliance, Ethics, & Privacy Officer, Terra DuBois, be invited to a future meeting to discuss the intersection of compliance and ethics.
- Please forward additional feedback to Mark McCallister.

**7. Other Business**

- Committee members should please contact Mark McCallister with suggestions for new business or if interested in 'other business' topics discussed last month.
- Joe Souza, Director of the Physical Security Office, will be invited to a future meeting, as will Chris Hass, Associate Provost for Academic and Faculty Affairs, to address faculty inquiries regarding Family Educational Rights and Privacy Act (FERPA) concerns with Zoom utilization, and more specifically, the recording of students and/or their image, and related permission requirements.

**8. Adjournment**

- The meeting adjourned at: 10:39 a.m.