

**University Information Technology
Committee Minutes
Monday, 11-30-2020
9:30 a.m.**

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

Present: Ray Issa, Sylvain Doré, PJ Brucat, Ryan Yang, Juan Claudio Nino, Mark McCallister, Marshall Haning, Stacey Ewing, Eric Porges, Frank Bova, Herbert Lowe, Sean Davis, Charley Widmer, Michael Bumbach, Megan Leroy, Amber Emmanuel, Nico Cellinese, Alex Fox-Alvarez, Rafael Munoz-Carpena, Bojan Lazarevic, and Wynton White.

- 1. Call to order & Introductions** – Raymond Issa, Chair, University Information Technology Committee
 - The meeting was called to order at 9:30 a.m. by Chair Issa.
- 2. Approval of 26 October 2020 Minutes**
 - The minutes were approved.
- 3. Administrative Liaison Report** – Mark McCallister, Director of Academic Technology

Spring 2021 Teaching Preparations

- UFIT has completed approximately 2/3 of (Registrar-managed) classroom HyFlex technology installations and upgrades in preparation for the Spring semester. They also continue to work with college level administration and technologists to complete equipment upgrades and fulfill technology needs for college-managed classrooms.
- Ryan Yang's team is leading online workshops for faculty as well as classroom walk-through's and best practices instruction for faculty. The schedule consultations link was shared: <https://elearning.ufl.edu/keep-teaching/preparing-for-spring/>. There is also a twice per week webinar being offered entitled: Workshop: Best Practices for Hyflex Technology Enabled Classrooms. Please encourage faculty to participate in these training and resource-sharing opportunities.

4. Open Discussion and Future Agenda Items

Suggested agenda items include:

- To help faculty more keenly focus on instruction, UFIT will continue to move towards increasing the deployment of assistive technology, such as voice-activated camera-control or automation of repetitive instructional actions.
- Usage of and updates about Artificial Intelligence (AI).

- Updates from any UF faculty members or university groups focused on using AI in the teaching and/or research process. Associate Provost for Teaching and Technology, Andy McCollough, has been accepting proposals to support such efforts.
- An update on the 2020-5 Strategic Plan to review IT's incorporation of the committee's January 2020 suggestions pertaining to privacy.
- An update from the [Physical Security Office](#).
- Review of the three-year email retention policy, how to archive emails scheduled to be deleted, and the retrieval of lost emails.
- Explore how to best establish UFIT ownership of research projects, from start to completion, within the Health Science Center. There is a faculty need for an ombudsman, advocate, or concierge to consistently and efficiently guide non-technical users through complex medical and scientific research projects and information systems.
- Agenda items were suggested by the Faculty Senate Chair and included:
 - the usage of the Faculty Toolkit, which would be used during the annual faculty evaluations, and which would pull data from different university information systems into a single, pliant document. The goal is to minimize faculty and staff time spent on the annual evaluation information gathering and input process. This toolkit could also potentially be used during the promotion and tenure process. UF Academic Analytics, Discovery Suite data could also be downloaded into this tool to reduce duplicate input efforts in listing collaborative publications.
 - the use of [VIVO](#), a research-focused tool which could help enable cross-discipline collaboration.
 - the use of Electronic Laboratory Notebooks (ELN), used by many peer institutions, and to further research rigor and reproducibility efforts.

5. Other Business

- Mark McCallister is invited to the next Faculty Senate meeting to share an update of IT activities and its planning to accommodate HyFlex and other instructional models in the Spring.
- The next committee meeting is Monday, January 25th at 9:30 a.m.

6. Adjournment

- The meeting adjourned at 10:20 a.m.