University Information Technology Committee
Minutes
Monday, 09-27-2021
9:30 a.m.
Via Zoom:
https://ufl.zoom.us/my/cacim/

Present: Ray Issa, Bill Hamilton, Charley Widmer, Marshall Haning, Mark McCallister, Ryan Yang, Kevin MacPherson, Rafael Muñoz-Carpena, Stacey Ewing, Amber Emanuel, Nico Cellinese, Amanda Phalin, Randell Doty, Juan Nino, Laurie Bialosky, PJ Brucat, Michael Bumbach, Alex Fox-Alvarez, Frank Bova, and Herbert Lowe.

1. **Call to order & Introductions** – Raymond Issa, Chair, University Information Technology Committee
   - Chair Issa called the meeting to order at 9:30 a.m. and introductions were made.

2. **Approval of 26 April 2021 Minutes**
   - The minutes were approved.

3. **Administrative Liaison Report** – Mark McCallister, Director of Academic Technology Director
   - Director McCallister asked that the committee share faculty needs and feedback for future agendas.

   - **Canvas Boilerplate availability for faculty**
     - Academic Policy Council Chair Richard Scholtz contacted Chair Issa to relay that council's request for UFIT to explore establishing a Canvas syllabus template for faculty as a time-saving measure and to aid in consistency.
     - Each semester, an established date is provided to faculty for Canvas submission deadlines. A course shell creation is established and then auto created for all remaining sections. Faculty are interested in the creation of a shell with a default syllabus in place which conforms to UF's 'required minimal Canvas usage' and the UF Policy on Course Syllabi.
     - The course catalog contains the link http://syllabus.ufl.edu/ to a course syllabus to help students easily locate the syllabus, help them determine their interest in a course, and to allow time to locate potentially less expensive course materials. Are students aware of this link and is it visible when they log into their One.UF page?
     - Discussion was held regarding the best way to satisfy the state's public posting requirements for syllabi while ensuring that course syllabi remain accurate and easily accessible to students in multiple postings/on-line

locations.
- Associate Provost of Academic & Faculty Affairs Chris Hass may be able to provide guidance on the statue's minimum requirements and the public posting requirement, especially given that all colleges and departments comply using varying pathways.
- To increase consistency, is it possible to have a public-facing Canvas page accessible to all faculty by college or course? Are there options to create a Canvas core shell syllabus template and an upload for a public facing and for an internal (college/unit-based) location? Is there one location where students can find all syllabi?
- There is currently no mechanism to pull a file out of a Canvas shell and place it elsewhere. UFIT will review options and provide feedback to the committee next month.

- **Fall '21 Startup Updates, Round-robin.** *Three minutes each.*
  – Committee members provided college/unit points of interest for IT including exploring:
  - CJC: Physical security, namely proper and safe access to doors on the third floor of the college's academic building. There is concern about balancing security with student access to faculty for office hours, etc. Currently, doors are being kept open to increase student and faculty engagement but worries continue about this potentially contributing to chaos and confusion about available exits in an emergency, such as in an active shooter situation.
  - CLAS: Ensuring that the recent rapid pace of innovation in teaching technology interfaces continue, particularly when there is a full return to the physical classroom. This includes attention to any platform changes and online activities such as homework systems within and outside of Canvas.
  - DCP: The UF Windows 11 adoption plan.
  - DENT: The current status for protecting UF systems from sources such as a USB drive that are used to transport lectures, data and other information that may be private or public. Access to network drives from any computer (with appropriate log-in credentials) may be one mechanism to address this issue.
  - ENG: Ways to increase Zoom speed between different interfaces. Increasing ways to easily identify at which stage reviewed software is.
  - Faculty Senate: Ways to continue to maintain strong communication between faculty and Faculty Senate, including any faculty needs and feedback.
  - FLMNH: The potential need to change passwords in two-factor authentication.
  - HHP - Locating instructions for classroom confidence monitors. Details will be forwarded following this meeting.
  - MED: Having an assigned point person to consult with Health Science Center faculty members as they maneuver through privacy, medical, and IT security issues.
- Open Discussion and Future Agenda Items

- The committee is interested in any updates pertaining to campus security cameras.

4. **Other Business**
   - There was no other business.

5. **Adjournment**
   - The meeting adjourned at 10:06 a.m.