

**University Information Technology
Committee Minutes
Monday, 10-25-2021
9:30 a.m.**

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

Present: Ray Issa, Kiana Diaz, Meg Leroy, Bill Hamilton, Charley Widmer, Marshall Haning, Mark McCallister, Bojan Lazarevic, Ryan Yang, Kevin MacPherson, Rafael Muñoz-Carpena, Stacey Ewing, Amber Emanuel, Nico Cellinese, 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 9:31 a.m. and introductions were made.

- 2. Approval of 27 September 2021 Minutes**
 - The minutes were approved.

- 3. Administrative Liaison Report** – Mark McCallister, Director of Academic Technology
 - **[Update on Canvas boilerplate](#)**
 - Ryan Yang shared [an overview of options](#) which IT has investigated following an inquiry by the Academic Policy Council (APC). The base request is one where the syllabus boiler plate, i.e. classroom recording policy, university attendance policy, etc. could be provided as a tab on Canvas that students (and faculty) could be referred towards. The more complicated task is if the Syllabus tab in Canvas could be turned into the actual college Syllabus Template(s) where the faculty edit their portions and hard copies could be made directly from Canvas, and UCC could be given direct access for evaluation of new or changes to classes.
 - Peer institutions were contacted to formulate recommendations.
 - The Canvas course shell was displayed, and currently available design tools were reviewed.
 - The committee discussed adding to Canvas navigation in a global and course level, and the benefits of teaching faculty how to navigate the menus and use tools more effectively.
 - A custom programming option was discussed and is one way to retain all

- necessary information on one page. Faculty would add course information.
- In discussing the university's goal to make all syllabus easily accessible in a consistent way, two vendor products were shared, including a simple syllabus and concourse syllabus management.
- Options for editing a syllabus in one place (in a centrally reported location) and sharing it in others were reviewed, along with a student interface and Canvas integration option.
- Examples of some custom tools used at other universities which are not as feature-rich and is not a comprehensive management feature system, were reviewed.
 - It is recommended that syllabi.ufl.edu be managed by individual departments, but this may create inconsistencies; moving forward with a vendor would work well but will change the workflow for many faculty and staff members.
 - The syllabus created in the Canvas page should be the 'master' document and Colleges, units, etc. could add any needed supplements.
 - The committee also discussed pre-populating the essential, UF-required components, with a single tap option to remove items.
 - One example of what is utilized in the College of Journalism and Communications was screen-shared:

The screenshot displays a Canvas LMS interface for a syllabus page. The main content area features a header with the course ID 'JOU4930' and the title 'COURSE SYLLABUS'. Below this is a banner image showing a diverse group of individuals. The central text reads 'RACE, SPORTS AND CULTURE' followed by course details: 'Fall 2021 • JOU 4930 • Sections RSC1 and 4E73 • Online (100%) • Mondays through Sundays'. A message prompts the user to read the syllabus in its entirety and click on all tabs. A navigation bar contains five tabs: 'Course Info', 'Schedule', 'Assignments & Grading', 'Policies', and 'Student Help'. The 'Policies' tab is active, showing the heading 'COURSE POLICIES' and the beginning of a paragraph regarding make-up exam requirements. The left sidebar provides navigation options such as Home, Syllabus, Announcements, Grades, Modules, Assignments, Discussions, People, Quizzes, Chat, Course Reserves, Multi-Tool, GatorEvals, Outcomes, Files, Pages, Collaborations, and Rubrics. The right sidebar, titled 'Syllabus Navigation', includes a calendar for October 2021 and a list of items: Group, Discussion Board, Quizzes, Essay, Abstract, Annotated Bibliography, Class Presentation, and Total.

- While addressing that there is currently limited uniformity in compliance of syllabus posting and student access, the benefits of faculty independence (as opposed to college instructions) in structuring a syllabus was noted. While avoiding superseding how faculty may wish to craft their syllabus, it would be helpful to help faculty leverage available tools a bit differently.
 - To help make an informed decision, the committee discussed if there may be a benefit in building a web scraping tool and comparing results to what is posted at syllabus.ufl.edu to ascertain consistency levels.
 - Consistency among different sources is important, so, in addition to working with the Academic Policy Council, asking Deans or Associate Deans for feedback would be helpful.
- Windows 11 Implementation Plan
 - Windows 11 has been released by Microsoft. The actual deployment of desktop of that version is up to each IT support unit. There are still some management tools being updated to ensure all support e-tools are in place to ensure optimal patching. While Windows 11 has not been widely deployed yet, is on the agenda for the monthly leadership meetings of the IT Directors of each college. UFIT will relay updates from those conversations to this committee. Windows 11 will not be deployed until UFIT can ensure it is properly supported. This may be an approximately six to twelve-month process, depending on area needs.
 - Following an inquiry related to possible program rejections by Intel processors and non-virtual platforms, it was noted that Windows 11 may present a challenge for older equipment. UFIT will check on how old UF's fleet

is in general and investigate if older equipment which can't roll over to the new Windows version may need to stay on windows 10 or if a policy needs to soon be communicated to address if such equipment is at the end of support. Microsoft generally supports old version of applications for two to three years.

- Two Factor Authentication (2FA)
 - 2FA has been deployed throughout UF's affiliations; usage of 2FA by currently affiliated employees was discussed. The committee will receive an update on the applications being used in the 2FA space.
 - Work stations and podiums are not currently using 2FA university-wide although some local staff have set it up.
 - UF does not utilize an email system option as it can easily be fabricated and used as an attack. There was also an inquiry about using 2FA to access Eduroam. Credentials should be cached for a period but 2FA is a different layer than used in the web browser layer.
 - There was an inquiry about hardware tokens. <https://it.ufl.edu/2fa/tokens/> provides information and FAQs.
 - It was asked if the "generate passcode" instructions could please be added to the 2FA page.
- Mobile USB and Network Storage
 - UFIT was asked about use cases and barriers related to this issue. Mobile devices are required by UF to be encrypted. Using cloud or other network storage is generally easier and more intuitive in accessing files (rather than using a USB key). In addition to the UF departments, UF has OneDrive and Google Drive as well.
 - Feedback was shared that being able to access shared drives can pose a challenge when, for example, accessing share drive files when using classroom computers. More issues tend to emerge with Mac users accessing the share drive and some share drive issues have arisen at the college level when using the VPN. Other issues mentioned included that when accessing drives, updates and downloads are slow when using a Mac; the fastest path seems to be to access a remote desktop from work.
 - Desktop shortcuts to the cloud might aid faculty efficiency when using classroom computers.
 - <https://irm.ufl.edu/> provides a UF data guide for information about specific platforms. A request for a risk assessment can be placed if one does not already exist. There are different permissions available. Placing restricted UF data in non-UF contracted space, such as personal Dropboxes is verboten.
 - An inquiry was made about how to best transition data ownership from a student to a faculty member when the former leaves the university. It is best

to obtain all data before a student or employee leaves and in the event of a sudden or unplanned leave, please place a help ticket so your UFIT unit can access and lock and copy needed resources and data. Typically, about 12 months after a student graduates, their UF affiliation expires, so working through your local/unit IT is best in most circumstances.

4. Other Business

- Joe Souza from Physical Security will be next month's speaker.
- The following inquiry was placed in the Zoom chat and will be addressed at a future meeting:

A faculty member is invited by a university in Europe to give a talk there, with all expenses covered by the sponsor. This is part of our best faculty work and is a great contribution to international recognition to the faculty and UF. Because of current university compliance requirements, the faculty has to spend a significant amount of time "fishing around" for many requests that have to be submitted. For example: 1. Travel authorization Request with the trip details, justification, and resources (none in this case, as it is sponsored) 2. MyAssets request to travel with the laptop that will be used to give the presentation 3. Register the trip in UFIC and obtain the travel insurance 4. In this time, the faculty's college also requires that the trip be submitted for approval (COVID?) in the form of an email/letter explaining the trip. 5. Finally, because the academic sponsor covers the trip expenses and logistics, the faculty needs to submit this to UFOLIO for external activities. And possibly some other requirements?... All this seems excessive and could take easily a full morning or afternoon of the faculty work. Instead, could a single UF portal for travel be created where different compliance components would open based on the characteristics of the trip?

5. Adjournment

- The meeting adjourned at 10:26 a.m.