

**University Information Technology Committee Minutes**  
**Monday, 10-28-19**  
**303 Rinker**  
**9:30 a.m.**

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

**Present:** Frank Bova, Michael Bumbach, William F. Hamilton, Stephanie Herrera, Chris Hass, John Jordie, Amber Sky Emanuel, Marshall Haning, Juan Nino, Charley Widmer, PJ Brucat, Laurie Bialosky, Megan Leroy, Randell Doty, Stacey Ewing, Ryan Yang, Rafael Munoz-Carpena, and Elias Eldayrie.

**1. Call to order & Introductions – Ray Issa, Chair, University Information Technology Committee**

-Chair Issa called the meeting to order at 9:30 a.m.

**2. Approval of 30 September 2019 Minutes**

-The minutes were approved.

**3. [GatorEvals](#) – Dr. Chris Hass, Assoc. Provost for Academic & Faculty Affairs**

-Chris Hass and John Jordie, Instructional Assessment Coordinator, Center for Teaching Excellence presented [GatorEvals](#) information:

-The process of [transitioning from GatorRater to GatorEvals](#) was outlined. It began approximately three years ago and has involved working with and obtaining feedback from Faculty Senate, UFIT Reporting, and a third party vendor.

-Three colleges piloted GatorEvals in the fall and a full rollout is expected in the spring.

-GatorEvals has moved to a [new website](#).

-All faculty need to update their syllabus statement to inform students of the new online course evaluation process;

-This system directly integrates with Canvas. An overview of the view screens, popups, and updated sections and questions were displayed.

-Evaluation information from the old system will be transferred to the new and will be viewable by the end of November.

-Individuals with a supervisory role can access evaluations.

-Optional midterm evaluations will be available. If a student wishes at 30 percent of a course duration, students will receive an email and at 40 percent course duration, faculty will receive an email.

-Strategies to increase response rates were presented.

- The timing and availability of opt-in notifications was discussed as well as the window of time a student has to complete the evaluation.
- Vendor parameters relative to on-demand evaluations were discussed.

#### **4. Administrative Liaison Report – Ryan Yang, Associate Director of Teaching and Learning Technology**

-Ryan Yang shared information about the [Teaching TechXploration](#) event:

Teaching TechXploration: A Lightning Round Event

Location: Rion Ballroom, J. Wayne Reitz Union

Date: November 6, 2019

Time: 9:30-11:30 am

Join experts on teaching with technology for lightning rounds that focus on finding solutions for instructional challenges and enhancing student success. Discover and experience tools, technologies, and services available to University of Florida educators while networking with and connecting to the broader UF community.

Drop in for ten minutes or join us for the full two hours as your schedule allows!

-[Google Education Suite](#) is being enabled and is expected to be up and running in November. The two items not being enabled are: Google Classroom and Google Mail but all else is available for single sign-on. These services will not be used for [restricted data](#). Hangouts is not integrated with the UF system but will be enabled primarily for student project collaboration use.

-Discussion on reducing on-campus file storage needs with the availability of unlimited cloud services like OneDrive, Dropbox and Google Drive.

-Office 365 migration is ongoing, beginning with staff, and then faculty. It is being implemented college by college and IT is working with each college's IT staff.

-There was an inquiry regarding foreign travel, dual authentication, and the Health Science Center (HSC) VPN. IT is working with the HSC staff to consolidate the VPN.

#### **5. Caution Message on UF Emails**

- Thank you to committee members for feedback and pilot participation in the UF emails caution messaging for external links. The final version is now in place.

#### **6. Focus for this year**

-Joseph Souza, Director of Security and Technology, will be invited to an upcoming committee meeting.

-Over 6,000 university members have opted into dual authentication. Additional security training requirements may be forthcoming and will be discussed in future committee meetings. Additional training is currently available but not mandated for staff, faculty, or students.

-Discussions are taking place regarding allowing student email access one year

following graduation or separation from the university. Staff email access is deactivated 30 days after separation from the university.

-An inquiry was made in reference to guidance on export control communications such as university-generated data and communications released to sponsors. The Division of Sponsored Research programs may be a more appropriate resource to answer this inquiry. Ryan Yang will reach out to Dr. Erik Deumens at Research Computing for advice and recommendation.

- ProctorU has been recommending the use of Slack for support communication during proctored exams. Ryan Yang will follow up on an inquiry to the vendor and Dr. Brian Marchman on the use of Slack for exam information. IT continues to review the use of Slack for university business.

-Mark McCallister, Academic Technology Director, can follow up on the appropriate length of time to keep data in Canvas. Ideally one to two years of data retention would be helpful to faculty. A review will be made of archival options with attention to accuracy and safety.

-An inquiry was raised regarding instructors' inability to obtain real-time student data in Canvas to help understand positive attributes of individual students and assess the benefits of individualized instruction (as opposed to instructors being restricted to course level analytics). Use of real-time data products that are not used in Canvas and would be subject to numerous university policy restrictions. Further consideration will be given to who on campus might be best suited to engage in and address issues related to this topic.

## **7. Other Business**

-UF no longer allows auto-forwarding due to complications it inadvertently generates within the UF email system. Forwarding must now be done manually.

-Library products and third-party email spam blocking issues were discussed. Ryan Yang will follow-up with library on identifying the messages and connect them with ICT on whitelisting the domains.

-Please utilize [abuse@ufl.edu](mailto:abuse@ufl.edu) to help combat spam and hacking attempts.

## **8. Adjournment**

-The meeting adjourned at 10:16 a.m.