## UNM IT Academic Technologies Advisory Board
### Minutes: Tuesday, September 25, 2018
**Scholes Hall, Roberts Room**
9:00 am – 10:30 am

### Attendees:
- Alex Seazzu, Julie Coonrod, Kevin Comerford, Robert Delcampo, Jon Wheeler, Duane Arruti, Elisha Allen, Alesia Torres, Kirsten Martinez, Ray Dennis, Tim Johnson, Jon Bocock, Dean Bernardone, Debbie Knotts, Marina Miletic

### Chair:
- Mark Peceny

### Support:
- E. Whittle

<table>
<thead>
<tr>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Review of Previous Minutes (July 2018)</strong></td>
</tr>
<tr>
<td>- Deferred to next meeting</td>
</tr>
<tr>
<td><strong>2. Evaluate LMS Future (Project 3294) – Launching LMS evaluation project as a result of Advisory Board vote to identify LMS options</strong></td>
</tr>
<tr>
<td>- At the previous meeting, it was decided to extend Blackboard Learn for 3 years as other LMS options are evaluated. IT Director Allen advised the following steps are progressing for LMS evaluation.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>3. Export Control Compliance project to support Online MS in Space Systems Science as well as other university needs (Project 2395) Knotts/Jaramillo</strong></td>
</tr>
<tr>
<td>- Agenda item deferred. Interim Chief Compliance Officer Francie Cordova not available to present.</td>
</tr>
<tr>
<td><strong>4. Digital Badging for NSF Chemical Engineering Education Grant (Project 2397) Research Professors Svihla and Miletic, Chemical Engineering</strong></td>
</tr>
<tr>
<td>- NSF Grant, FACETS: Formation of Accomplished Chemical Engineers for Transforming Society includes a digital badging component. For this project, it is defined as a tool to demonstrate academic work, skills, and abilities. Students can share as they choose their digital portfolio with industry recruiters, other academic institutions, colleagues, etc. Digital badging assists with developing a professional presence and measuring progress academically and professionally.</td>
</tr>
<tr>
<td>- IT Apps team is working with them to develop a permanent, possibly electronic process for students to apply for badges, provide necessary documentation related to a badge application, and issuing of badges. Student portfolios are considered separate from digital badging. Both could be</td>
</tr>
</tbody>
</table>
managed through Learn or other means. The technical challenge is how to issue digital badges so they are verified, encrypted, and unique.

- Discussion was held about a Libraries software that provides digital certificates. Dean of Students may be issuing digital badges for student participation in events. Other departments may be issuing digital badges. Is there a need for an enterprise/institutional solution that departments could adapt for their needs?

- **Decision Item** - Based on digital badging and credentialing programs at other institutions such as UTEP and CNM and ad hoc programs at UNM, the committee approved a digital badging pilot project based on the identified need in Chemical Engineering as a proof of concept case. This would be completed in this academic year. Badges could be granted retroactively once a process is defined.
  
  o **Action Item** – Discuss project with Terry Babbitt who has expressed interest in digital badging.
  
  o **Action Item** – Project will be discussed at Administrative Advisory Technologies Board.

  Units other than academic units such as HR may be interested in digital badging.

5. **UNM Learn Data Analytics (project 1885)**
   - Agenda item deferred. Interim Chief of Staff Babbitt not present.

6. **Student Fee Review Board request FY2020, and input from SFRB**
   - Director Martinez reviewed the presentation made to the Student Fee Review Board. For FY19, UNM IT receives $1.9 million in student fees. This is 5% of the IT budget and 100% of the Learning Environments budget. Funding supports centrally managed classrooms, pod spaces, staff and student salaries, and costs for software that supports student learning.
   
   - Director Allen reviewed results from a student IT survey. Results are consistent with other public 4-year institutions. Improvements are needed and have improved from previous surveys. WiFi is an area of concern partially due to the increase in the number of devices each student has. The average is 5-7 devices/student. The Student Fee Review Board invested additional funds to improve wireless coverage. The University has invested ER&R funds towards improved wireless. Academic Technologies coordinating with Networks Team to make improvements based on heat maps to address areas of most critical need.
   
   - The Student Fee Review Board requested justification of IT reserves. All reserves are committed to current projects that are on-going.
   
   - An outstanding and unowned request from students is a texting option for class or test cancellations. Director Allen has requested it be reaffirmed this is needed. Executive Director Knotts suggested if this were incorporated into the LMS, separate funding would not be needed.
   
   - The Student Fee Review Board has suggested these fees be moved to I&G funding. Directors Allen and Martinez reviewed the centrally managed spaces and associated costs. At this time, recurring funds are not provided to refresh and modernize classrooms, pods learning commons and student IT services. There was discussion about academic unit support of student labs/classrooms. Further review is needed of contributions from academic units for centrally managed spaces.
   
   - IT had requested additional recurring funding from the Student Fee Review Board for classroom and learning space refreshment and modernization. This was prior to the announcement of enrollment declines.
   
   - IT has also requested additional funding to improve wireless and software licensing. There was discussion about enterprise licensing for Adobe Creative Cloud and the differences in individual versus institutional pricing. Enterprise licensing would result in significant savings. Adobe is very interested in partnering with UNM to provide their software to all users. There is a proof of concept for student licensing. The cost would be less if funding came from student fees, but utilization would need to increase to realize benefits. The Zoom web conferencing project is initiated for large classrooms; central funding needs to be identified for the project. If anyone has issues with Adobe software installations, contact Director Martinez.
   
   - The Student Fee Review Board requested consolidation of student technology requests across applicable areas and/or advisory boards. The request was discussed. Requests that are made to central IT and the Libraries could be provided to the Student Fee Review Board. They can then coordinate provision of requests to Academic Technologies.
   
   - There was discussion on the impact of the enrollment decline on IT funding. One-time reserves will cover about half of the expected cut. Due to the lack of recurring funding, larger cuts will negatively impact learning environments and the student experience. The priorities to manage funding reductions are to protect staff positions over equipment and continue to identify
additional funding sources costs. It is expected that increased use of VDI will decrease the amount of staff support needed so attrition may provide some balancing of reductions. It is expected that licensing costs will increase over time which may reduce the positive impact of VDI implementation.

- **Decision Item** – The committee agrees coordination of technology requests to the Student Fee Review Board would be beneficial. It would also be useful to provide all such requests to this committee.

7. Classroom upgrades in Mitchell Hall, Northrop, Ortega, Engineering, Dane Smith
   - Mitchell Hall upgrades were completed. Network issues were experienced for a few days. Improvements in faculty notifications during upgrade process and allowing sufficient time to complete testing were discussed to mitigate the impact of upgrades. Uncertainty in enrollments, last minute changes in scheduling, and limitations in staff resources all impact how efficiently upgrades can be managed. This is likely to continue so it is important to be patient in the current environment. Director Allen requested better communication from faculty when there are technology problems in the classrooms so they can be addressed in a timely manner. IT does not currently have access to the course coordinators list.
     - **Action Item** – Dean Peceny requested the course coordinators list be sent to Director Allen.
   - One computer lab in Dane Smith Hall will be replaced. The majority of hallway kiosks in Dane Smith Hall have been moved to VDI. The goal is to log in from any device to VDI. The Geography department is doing a proof of concept this semester in their lab.

8. Blackboard Ally
   - Director Allen reported a one year agreement has been signed. The service will be implemented. Institutional level data will be collected and reviewed by this committee. It is suggested that a pilot for a group of online courses be completed and reviewed before rolling out to all faculty.

9. Agenda for next meeting
   - Mark: postpone item 5 until next month: UNM Learn Data Analytics (project 1885) – This has been on hold pending Terry Babbitt / Wisam Al-Doroubi presentation on the goals and objectives
     - Moved to itm 2; presenter needs to present elsewhere (Socorro)
     - Background: Marina is project manager for NSF grant, FACETS: Formation of Accomplished Chemical Engineers for Transforming Society. Department is in year 3 of 5 year, of a $2 mil grant. Priorities and foci of grant is retaining diverse students and improving faculty teaching and courses, having student work on community- and industry- and entrepreneur-based projects, improving student writing and communications, and digital badging to help student form a chemical engineering identity to measure progress in the program and make the students feel as if they are earning something meaningful and something that will separate themselves from their classmates.
     - Within this project, definition of digital badging: a way of recognizing and show student work, academic work, skill and abilities; a digital portfolio to share with industry recruiters, other schools, parents, friends, etc., anyone the student chooses
     - What is needed today: 1.) a way to describe the badge, example: the outstanding teamwork badge; 2.) to be able to upload work or student and/or faculty recommendation letters (in formats such as mp4, pdf); 3) to be able to share with whomever the student chooses (website, link).
     - Chemical engineering is issuing badges for skills that are not necessarily resume items: teamwork, mentoring, oral presentation. Current system: student applies for the badge by online essay in Google forms, evaluations and recommendations solicited from peers or faculty, also in Google forms. Threshold requirements for the badge judged and a paper certificate issued. Looking to update to a smoother, easier, more permanent, possibly electronic, process.
     - Elisha: working Alesia, Dean Bernardone and Tuan Bui on preliminary intake on this project, looking for use case, and this would be a good opportunity
- Julie: question on what this project would entail? Would it address all of Chemical Engineering’s processes?
- Elisha: portfolio and assessment are separate system from digital badging. Could be done through Learn or a variety of means. Technical issues is how to issue those digital badges so that they are verified, encrypted, unique.
- Marina: 3 needs; will take any help
- Funding discussion: Is this funded? Marina did not specify in the project with budget
- Debby: has a grad student who developed an app that works with Library software that grants digital certificates for attending grad workshops. Already have something done
- Kevin: About 4 years ago, didn’t the university invest money in digital badging for Dean of students for attending student events? Would these solutions go together?
- Duane: Who is issuing digital badges? Dept? University? Specific programs? Currently Dep only. Do we need an enterprise/institutional issued badges with the feature of departments issuing badges specific to their particular programs?
- Student Activities can issue co-curricular transcripts. UTEP is already using digital badging, called Mine Tracker
- Alesia: discussed multilevel solution. Integrations and tech behind it; needs full analysis
- Elisha: have only looked at early intake. CNM is issuing diplomas and transcript by digital credentials already. If it’s extensible, does not need multiple systems
- Alesia: could be used in multiple places, like a virtual wallet.
- Elisha: Chemical Engineering can be used as a proof of concept for one use case. Marina: only a few students a year earn these badges, could be a good test case/proof of concept
- Julie: question on what this project would entail? Would it address all of Chemical Engineering’s processes?
- Elisha: portfolio and assessment are separate system from digital badging. Could be done through Learn or a variety of means. Technical issues is how to issue those digital badges so that they are verified, encrypted, unique.
- Marina: 3 needs; will take any help
- Funding discussion: Is this funded? Marina did not specify in the project with budget
- Debby: has a grad student who developed an app that works with Library software that grants digital certificates for attending grad workshops. Already have something done
- Kevin: About 4 years ago, didn’t the university invest money in digital badging for Dean of students for attending student events? Would these solutions go together?
- Duane: Who is issuing digital badges? Dept? University? Specific programs? Currently Dep only. Do we need an enterprise/institutional issued badges with the feature of departments issuing badges specific to their particular programs?
- Student Activities can issue co-curricular transcripts. UTEP is already using digital badging, called Mine Tracker
- Alesia: discussed multilevel solution. Integrations and tech behind it; needs full analysis
- Elisha: have only looked at early intake. CNM is issuing diplomas and transcript by digital credentials already. If it’s extensible, does not need multiple systems
- Alesia: could be used in multiple places, like a virtual wallet.
- Elisha: Chemical Engineering can be used as a proof of concept for one use case. Marina: only a few students a year earn these badges, could be a good test case/proof of concept
- Mark: Voting – yes for test case/proof of concept. Duane: should be discussed with Terry, since he has expressed interest in the past. Alesia: can also elevate this to Administrative Advisory
- Duane: HR has expressed an interest. Can be applicable to many areas.
- **Decision**/ - Mark: yes, check with Terry; let the notes show the board approves digital badging pilot project
- Unidentified: what is this timeline?
- Elisha: based in NSF grant, proof of concept should be done this academic year
- Duane: would digital badges be issued retroactively?
- Marina: yes, the count being 3 – 7 students/year. Will be offering more badges in the future.
- Moved to Item 4
Mark: not formally part of the agenda but there is a recommendation that is likely to come from the Budget Leadership Team regarding the shortfall in fee revenue that may have an impact on what was approved last year.

Kirsten: UNM IT presented to SFRB Sept 16. UNM IT for FY19 receives $1.8 mil in student fees (5% of budget). Kirsten reviews slides for committee. Money goes to IT Academic Technologies; consists of central scheduled classrooms, pod spaces, staff and student salaries, software costs in support of students. Intended to benefit all students on campus.

Elisha: 5% of IT budget, but 100% of Learning Environments budget.

Kirsten: Brief history for receiving SFRB funds. Started in 2012. First allocation was small: $275,000. In 2015, Budget Office changed funding with SRFB, and there was a big jump in student fees. Highest fees were $2.2 million, now down to $1.8 million.

Discussion on student fee breakouts on the Bursar’s website. IT associated fees are specifically broken out. Also shows IT debt service for Banner ERP, but is separate from IT associated fees.

Student IT fees services entire student body, focusing on the student experience. Approximately 80 IT student employees support labs and classrooms around campus, and 10 regular staff positions, funded through student fees.

About 4 years ago, SRFB committed $300,000 to invest in wireless; this has been an area of adjustment because of budget reductions.

Elisha: shares Overall Student IT experience survey presentation. UNM is in alignment with other public 4-year institutions. Higher Ed in general needs to do a better job. WiFi survey results are similar. “Very Pleased/Excellent” response ratings are low; though has approved over time. One of the ratings drivers is the explosion of devices, which is on average, 5-7 devices/student that connect to campus WiFi. Kirsten: In addition to student fee, the University has invested ER&R dollars in WiFi each year. Elisha: Academic Technologies working with IT Network team to expand and upgrade, using heat maps to determine where best to position access points.

Debbie: question on one time funding for student texting class notifications for cancellation of tests/classes. Elisha: not really an owned project. This year requested reaffirmation that this is used. There is no solution, no proof of concept. Debbie: this could be a feature of a LMS, which means it may not need separate or specific funding.

Discussion on where to find breakdowns in bursar accounts. Bursar website uses terminology “tuition” and “tuition fees”. Idea: Would like to shift SRFB to I&G, managed through Student Affairs.

Discussion on how fees are broken out or not on bursar site. Elisha: budget cycle makes it hard to itemize. Kirsten: Budget Office has breakdown by department/student.

Modernization and refresh.

Elisha: photos of classroom - full digital systems with laser projectors and Crestron controllers: all classrooms in Mitchell Hall, 7 classroom in School of Engineering, couple of classrooms in Fine Arts, several other classrooms. Standardizing classrooms across campus helps faculty know what to know what to do.

Kirsten: slides – out of $1.8 million, $1.4 million for student employee and staff costs (staffing support) for classroom tech, pods, learning commons, media services, evaluations, annual renewals for student supported software, such as Matlab, portion of fees for Adobe for pods, and other student-use software. $205,000 for Technology and facility refresh – this number is variable and reduced over time as SRFB allocations have declined.

Elisha: there is no recurring sustainable funding for class modernization and refresh.

Deb: Question about student lab/ class support – academic units say they contribute to this, such as MatLab – are their other funding sources? Kirsten: Matlab – Provosts Office committed $15,000 annually to cover faculty use. Other than that, the software is 100% funded from student fees. In the past, departments were asked to contribute, but that funding has since been discontinued.

Deb: Electrical and Computer Engineering is saying they are contributing to support Matlab for student software licenses. Deb may follow up with them for more information, but they may be mistaken. Kirsten: they probably do pay for Adobe licenses for their staff. Deb: no, they were specific about paying for students, because of interest from an outside company. E&CE listed Matlab as “inkind” contribution to cover student costs; Deb will follow-up that maybe the department meant the contribution was from the institution.
Kirsten: Before enrollment decline was announced, IT requested from SFRB an additional $659,000 in recurring dollars for FY20 for upgrades and licensing opportunities that benefits students. Out of that $659,000, $250,000 for classroom and computer pod renewal, upgrading computers, projectors, lecterns, classroom system controllers. Elisha: outdated licensing on wireless microphones. The requested funding would allow UNM IT to upgrade some of the worst classrooms; move classrooms to a learning environment/studio model. Kirsten: Virtual computer lab one-time request. Elisha: will replace one computer lab in Dane Smith Hall upgrade. Tim: this week bulk of hallway kiosks in Dane Smith moved to thin client (VDI)

Elisha: goal is to log in from any device to VDI client (photo of thin client in Mitchell Hall)

Alex: instead of dumb terminals, has anyone looked into logging into the lab from any device? Elisha: that is the goal. Specifically in Geography, department is doing a proof of concept this semester in their lab.

Kirsten: asking for more funding for wireless, providing more coverage in classrooms and common spaces, and software licensing (increasing costs every year), and getting feedback from SFRB for Zoom and Adobe Creative Cloud. Elisha: we have signed agreement with Blackboard Ally and started that project, but still need recurring funding. Zoom web conferencing (for large classrooms) – how to centrally fund it? Adobe Creative Cloud project: proof of concept project for issuing student licensing. Honors College is very interested in this; Architecture and Fine Arts colleges requiring this purchase from students already. Enterprise purchase would save significant amounts

Julie: who is buying Adobe Creative Cloud from IT now?

Elisha: students are not buying this from IT right now; there is an enterprise license for faculty and staff on a cost recovery model, $170/seat, which is currently self‐sustaining. Licensed for 3k users, have ~600 paid customers. Student licenses purchased directly from Adobe. Kirsten: current Adobe contract has another 18 months to go. Unidentified: How much are the student licenses? $240/1st year, $360/year after that. Some faculty is requiring CC for coursework. Discussion on pricing; institutional pricing vs individual pricing.

Duane: Adobe working at putting software out to all users. Very interested in working with us in a successful strategy to get this to students. Institution pays about 20% of cost of license handled institutionally. Adobe has provide UNM a list of individually purchased licenses from users with “@unm.edu” emails; have a good idea of total number and dollar amounts but not any specifics. Discussion on how licensing works and what Adobe is willing to do for UNM. If licensing paid through student fees, then costs could be less, but utilization will have to increase. Right now 1400 licenses are not being used.

Unidentified: Adobe CC software is hard to install; who handles that? Other individuals have been denied access. Kirsten: Adobe is now a Named User model, so must be assigned to a specific person. Request for multiple machines for staff and was not allowed to have it installed. Duane asks for specific case, refer to Kirsten.

Duane: discusses student feedback from SRFB on UNM IT proposals, interested in WEPA and VDI, SFRB asked about consolidating student technology requests across areas/advisory boards. Duane suggests a summary document that may list requests/funding and area asking for them. Discussion on what that is and what the scope could be.

Mark: how many requests are there?

Duane: not known. Elisha: for IT only, primarily Academic Tech and the Libraries, some Student Affairs, perhaps Athletics

Discussion on SFRB schedule. Not listed. Elisha: there will be a town hall for students at the SUB listed on the SFRB website. Added later: the SFRB schedule is on the website for October.

Mark: good idea for central IT and the Libraries sharing notes; problem is how to get the word out about coordinating. Duane: give the tasks to SFRB to communicate and let them coordinate technology requests to Academic Technologies. Discusses Tim Johnson’s presentation to SFRB about what consists classroom technology. Duane: SFRB asked if the Academic Advisory would be supportive of raising fees to cover technology and other IT funding requests; IT is willing to share information in any forum as appropriate. Reminded SFRB that GPSA and ASUNM do have voting seats in Academic Advisory and hope to get student representation to this board.

Mark: how do these requests fit in to new funding model/ business model? Kirsten: Funding model draft to demonstrate clearly how IT costs support students in total; what is total fee to cover technology at UNM. SFRB is meeting on FY20 funding; IT funding model is not at that timetable yet, but they do align and IT offered to share any information on cost of IT supporting students on campus, which will have to include department funding of IT. Do not have many details yet.
• Deb: departments maybe charging specific lab funding outside of SFRB. Kirsten: department may have an IT fee they are charging to their students that has to be taken into account. Elisha: common for colleges to do this. Duane: that kind of fee is outside overall SFRB fee framework, and may be specific to the program
• Mark: discussion on enrollment decline and how it affects the organization/departments supported by fee; might be more than 6%, possibly about $275,000 for IT. What are the contingency plans to deal with that?
• Duane: for the $250,000 cut, one-time reserves to fund ISS units to cover about half. Expecting current year funding to lose $118,000, may expand to $250,000. Deep cuts will affect learning environments because there is no recurring funding. Expect equipment failures and the cascading negative effect student experience.
• Mark: step 1, protect staff and let the equipment get hit, while trying to find resources to deal with the funding
• Duane: several steps to take, but Elisha’s group may take attrition hit, but the number of spaces on campus his group supports is growing
• Elisha: VDI will decrease amount of support needed, so some of the technology will be a long term efficiencies. Need to get this done before the financial impacts hit
• Unidentified: for something like VDI, numbers of staff needed to support will go down, but required skills and costs associated with these skills will go up. May not be a wash or a gain
• Elisha: licensing fees will go up also
• Duane: IT Academic Tech is using resources within IT as well
• be provided to this committee. Mark: Any other SFRB questions? May the notes that are not minutes and will never be approved reflect that we think it’s a good idea for groups to coordinate requests to SFRB and report to this committee; requests that any technology requests be reported to this committee.
  • Recommendation from last meeting was to extend Learn. Deferred for badging, item 4
  • Move to item 3
  • Mark: Last meeting: decision to recommend Learn extension and immediate call for proposals to move to new LMS, start identifying needs/wants now
  • Elisha: Blackboard - 3 yr extension signed. Instructor Canvas will demo in November to faculty and staff. Also standing up Moodle proof of concept and installation of Canvas open-source version to give us a better understanding of those systems. Project created in Help.UNM up for future LMS requirements, which will start showing up in IT Governance with tasks and completion status. Sept 24: met with Faculty Senate IT Use Committee: want to be involved, but not committee members were not experts, did not have expertise to make informed decisions. Jon W: main committee concern was migration, open to new solutions but needs to be seamless. Elisha: Academic Tech will continue research; rough draft RFP to circulated among Academic Advisory, FS IT Use committee, and Extended Learning as well as other high-use LMS customers.
  • Duane: would HSC be in this discussion?
  • Elisha: HSC not excluded, but they prefer to do their own things.
  • Duane: Steven (sp?) Hernandez in Nursing indicates that multiple LMS in use at HSC.
  • Elisha: Nursing uses Learn
  • Question: three LMS in test cases, is there a reason D2L is not in this group? Elisha: LMS in test cases only limitation of available time, they will probably reply to any RFP. Unidentified speaker: HSC also uses D2L.
  • **Action item** - Duane: add to next HSC meeting agenda to gage interest
  • Mark: what does the LMS future look like, a month to three months from now, for this committee?
  • Jon W: building a group of people who will be looking at, research on LMS systems, vetting thru groups; need a deadline for RFP. Need to get an idea what is really being asked for. LMS is not the only content delivery system.
  • **Action item** - Elisha: will assign a PM to this with all planning tools. Committee can inform faculty; ID faculty with an interest in piloting the system.
  • Mark: will revisit possible staffing in another meeting, and get updates to this committee in future meetings
  • Elisha: would anyone like to see demos, add as a standing agenda item for short (10 min) demo/webinar? Mark: let’s do that.
**Action item** – Mark: may the notes that are not minutes and will not be approved suggest that we’re going to volunteer people for stuff and we’re gonna do some webinar stuff

1. Updates
   - Elisha: Blackboard Ally – agreement signed for this year; kickoff Educause meeting with them next week; First priority is to get service set up and then check analytics, collect data at the institutional level to report to this committee in order to evaluate value of product before a broad rollout. Want to be conscientious about that before turning it on for faculty; perhaps pilot with some of the online courses first
   - Elisha: Mitchell Hall updates completed this semester, despite staffing and vendor delays, network issues first couple of days. This type of projects affected by time available to access class space, shoestring budget, accelerated timeline. This type of project needs enough time to follow-up installation with QA testing. Need to improve notifications of updates/upgrades to faculty in affected spaces.
   - Mark: an issue is enrollment affecting faculty staffing for up to 3 days before classes begin; schedules are fluid. Semester start was rocky. Enrollment decline in first year class not anticipated. Many parts of university also operating on a shoestring. Let’s be patient with one another; Mitchell Hall issues are not going to be unusual. Elisha: other message to faculty would be: tell us when things are broken. Issues not reported. Tim: issues with lighting at Mitchell Hall; currently no remediation, classes moved to Ortega. Mark: do you have the course coordinators list? Elisha: would love to have. **Action item:** Mark: get course coordinators list to IT Academic Technologies

**Next Meeting:**  *Tuesday, October 23, 2018, 9:00 am, Scholes Hall Roberts Room*