**UNM Faculty Senate IT Use Committee**

**Thursday, December 2, 2021**

**No face-to-face meeting location**

1:00 pm – 2:30 pm

Join Zoom Meeting

 <https://unm.zoom.us/j/96069056335>

Meeting ID: 960 6905 6335

Chair: Trenia Walker

Attendees (Voting Members): Jennifer Laws, Han Li, Elizabeth Macri, Patricia Oakley, Marek Osinski (UNM Research Policy Committee representative), Holly Surbaugh, Alexa Wheeler

(Guests): Elisha Allen (CTL/IT/AT), Trina Altman (IT/AT), Duane Arruti (IT/AT), Jon Bocock (IT/AT), Austin Megli (CTL), Brian Pietrewicz (IT/AT), Stephanie Spong (CTL), Lisa Yuka (IT/AT)

**Topics**

1. Review of meeting minutes from 9/23/2021
* Motion to accept Stephen Hernandez, seconded Elizabeth Macri, approved by members
1. BlackBoard Learn Security updates - Jon Bocock (IT/AT) & Stephanie Spong (CDL)
* BBL planned outage on October 30 for updates. No issues - all according to plan.
1. Canvas Rollout Updates – Jon Bocock (IT/AT) & Stephanie Spong (CDL)
* Sandboxes created on Canvas: 2800 sandboxes, 200 instructors, 75 instructors accessed Canvas training portal
* Migration of previous courses from BBL to Canvas – bulk import of 5k allowed by Canvas plus additional 5k UNM paid for
* Import 9k-10k courses by mid-December; Summer 2021 courses by mid-December. Complete before the end of the year so development can begin asap.
* Temporary shells available for Summer 2022 courses – AOP courses first
* Live course shells will open in April on the Spring sync with Banner
* Web enhancement for non-designated online courses via LoboWeb (April) will be on Canvas
* Temp course spaces will be small so instructors should avoid leaving large video files in temp courses. This will help UNM avoid purchasing additional storage space from Canvas.
* Concern from import testing that videos and group discussion prompts don’t transfer over.
* Canvas training portal is open
* CTL has plan to support instructors through webinars and asynchronous training events. Mini-bridge courses will begin once course migration happens and temp shells are available. CTL is developing a template, based on the model being used by UNM designers, that will be available for instructors to copy into live shells (when available in April 2022)
1. SPSS virtual desktop access – Elisha Allen (IT/AT)
* During Pandemic UNM received permission to offer SPSS through virtual desktop. Now ending.
* Unlimited user licenses available for individual installation. Currently must request download, will eventually be available through IT Software download: swdist@unm.edu
1. Qualtrics Enterprise license update – Elisha Allen (IT/AT)
* As an enterprise license, all faculty, staff and students with UNM netID are able to request an account
* All need to request an account: <https://qualtrics.unm.edu/>
* Exploring integration with Canvas
* Working to unify existing individual campus account owners under a single university enterprise license
	+ The Anderson School is largest owner. Concerns over branch campuses who might have purchased additional features that the main campus license will not
* Still investigating some security and compliance issues around survey data (HIPAA and FERPA related)
	+ May be that other survey applications will continue to be used (i.e., Opinio)
1. CyberSecurity Update – Duane Arruti (IT/AT) and Brian Pietrewicz (IT/AT)
* SPF (Sender Policy Framework) is an email authentication method designed to detect spoofing and phishing emails. It will automatically quarantine suspicious emails. It is being implemented in waves to gauge impact on UNM account holders. If an email is quarantined incorrectly, user should call the service desk (fastest response). Can also submit a service ticket. Web client is better than desktop client to change/customize personal email settings.
1. FERPA statement from IT Use Committee – Jennifer Laws

*Because use of UNM Learn and other tools for electronic delivery of instruction has increased due to the pandemic*

*And*

*Because the adoption and use of UNM Canvas is likely to be very robust due to instructor-friendly design and features*

*And*

*Because the opportunities and platforms for unintentional disclosure of protected student information have increased rapidly since Spring 2020*

*The IT Use Committee therefore makes the following recommendations:*

*1) any UNM instructor (full-time, part-time, or adjunct) that has not completed a UNM-sponsored training about the Family Educational Rights and Privacy Act (FERPA) within the past five academic years shall complete such training no later than the last day of the Spring 2023 term*

*2) all newly-hired UNM instructors (full-time, part-time, or adjunct) shall complete a UNM-sponsored training about the Family Educational Rights and Privacy Act (FERPA) prior to the last day of the first academic year of employment*

Suggestions: add to whom this is addressed (i.e., Chair of Business Council, President of Faculty Senate)

Tabled for now. Will [re]address at a future meeting.

1. Call for Constituent and/or Committee Members concerns – Spring 2022 issues
* Faculty ownership of online courses is a concern. The “traditional” online courses are “owned” by faculty. All AOP courses are co-owned. Change of course “ownership” from faculty instructor to UNM if “touched” by CTL.
* Concern that temp/development shells won’t be available until Spring 2022. Timing for [new] courses in Summer 2022 will be very short.
* Are there additional supports for/from colleges to help instructors?
1. Meetings Spring 2022 schedule:
* January 27; February 24; March 24; April 28; May 26\*
* 1-2:30
* Zoom:  <https://unm.zoom.us/j/96069056335>

Meeting ID: 960 6905 6335

Passcode: 8675309

**Next Meeting(s): January 27, 2022**