1. Call to Order
2. Roll Call

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Director Kangas | **X** |  |  |
| Vice Chair Reed | **X** |  |  |
| Senator Samudrala | **X** |  |  |
| Senator O’Leske | **X** |  |  |
| Senator Xiong | **X** |  |  |
| Advisor Traxler | **X** |  |  |
| Advisor Dunbar | **X** |  |  |
| Advisor Richartz | **x** |  |  |

1. Open Forum
2. Approval of the Minutes
3. Unfinished Business
4. New Business
   1. Migration to Virtual Teaching
      1. Helping faculty use Learning Management Software
      2. Helping students with financial resources
      3. Things have changed daily over the past two weeks
      4. At least 50 students are going to need hotspot
         * We ordered 20 ATT and 20 Verizon units and distributed them
         * Last week another order of 40 ATT and 40 Verizon, this order was delivered late.
         * Filter employee needs
         * Sue is on the pandemic planning exec group, meeting for 2.5 hours everyday.
      5. Teams live events intended as an “open forum”/”presenter-led webinar” to be opened to the campus population. TO have anybody come in and present.
      6. Additional wide-angle cameras have been acquired
      7. Working with Library to help record/digitize any lab
      8. Entire IT staff is available, Sue feels like an “air traffic controller”
      9. Best practices and “how to work remotely”
      10. Dean of students can be reached out to if the professors are requiring unethical software to be used for class.
      11. **eStout update**: mailing out return boxes if students have to mail their device back because they are not registered to return in the SUMMER/FALL.
      12. Worst case, laptop deployment will be moved from SUMMER to FALL.
      13. What should students do if they are confused about these eStout changes? Contact Joan Wahl.
      14. Adobe software, does it need VPN?
      15. CTS and knowledgebase update regarding how students should update their Adobe software.
      16. **LIT update**: Two or three students are working as well as two or three staff. The rest of the staff is working remotely.
      17. Try to extend hours for students and employee as well as offering remote support with a total of 10
      18. **Knowledge Base accessibility**: often updates are found on Sharepoint sites although KB articles are linked to many press releases on the COVID19 website.
   2. Printing Kiosks (if time allows)
      1. Darren says that there are a few spots that would be particularly good
         * To the left of Brew Devils
         * Huffs Lounge
         * Stoutfitters Lounge
      2. Darren is willing to fund a worker to help with these kiosks.
      3. Next steps is meeting with EO Johnson to set equipment up at location.
      4. Project paused until summertime due to social distancing
      5. We may move forward before FA20 semester. Make a resolution to allocate an exact amount to the printer and put the project in the hands of LIT.
      6. Pricing
         * Cost of BlackBoard liscencing (current unknown, do we need a lisence for each MFD)
         * Cost of Papercut
         * Cost of MFD
      7. Dan thinks he can get us a number by Friday (3/24)
      8. Cost for BW and Color
      9. Process for students to complain about software
         * Faculty/Processor first, department chair, dean of students
5. Announcements
6. Adjourn