

**Technology Advisory Board (TAB) Committee**  
Friday, November 13, 2020

Zoom

***MEETING MINUTES***

**Attendees: Joel Reeves, Jennifer Gramling, Suzie Allard, Larry Jennings, Emily Gore, Jolyon Gray, Jessie Grieser, Bomi Lee, Igor Bernardi, Shikha Bangar** (filling in for Igor Bernardi) **Ben Pham, Chandler Lampe**, Nick Corbin, Evan Pindrock, **Joseph Syracus**, (bold indicates present)

**1. Welcome**

- Joel welcomed everyone to the TAB meeting. The meeting began at 3:30.

**2. Updates**

- **Zoom Pro for Students**
  - Zoom Pro will be enterprise wide and will be available to all faculty and students automatically.
  - This will go into effect in January 2021.
  - Students do not need to request a Zoom Pro account as long as you are an active student you will have Zoom Pro.
  - Microsoft Teams will still be available.
- **Gmail for Faculty and Staff**
  - There are approximately 400 faculty/staff that already have Gmail. They were students who became employees and were able to keep their Gmail.
  - About 90% of currently enrolled students use Gmail.
  - We are looking at restricting the ability to forward UT emails to external email accounts.
  - Jessie Grieser believes that having Gmail as an alternative to Outlook will soften the announcement of restricting the ability to forward emails to external email accounts.
  - Joel Reeves said that the biggest issue he has is that Office 365 has data loss prevention tools that Gmail does not provide. This is being discussed with Internal Audit and General Council at this time.
  - Room booking and event scheduling will not move over with Gmail. Non-integrated calendaring has been worked around in a lot of areas through the use of Doodle Poll.
  - Gmail was a demand from the TAB in 2012/2013. It is a very popular suite and providing Gmail and Outlook has been very well received.
  - Email for life is still available for students in the vols.utk.edu domain. Having that many accounts is a risk to the University when they are unused due to malfeasance such as phishing. If an email is used regularly the user may catch a phishing attack or compromised accounts but if the email is not being used it will go unnoticed. We initiated a heartbeat process, and the alumni will be

pinged and as long as they reply, they will keep their university-provided email. If they do not reply after 6 months to a year, the account will be locked.

- A separate domain for alumni has been discussed but is not in the works at this time.

- **Digital Proctoring Software**

- RFP for a new digital proctoring software is almost completed.
- Three vendors will be providing demonstrations in November/December. We are looking at Proctorio, Honorlock, and ProctorU.
- The goal was to have the new digital proctoring software available in January. Due to late vendor presentations, this date may be pushed.
- The Instructional Design team has been very overloaded. They are dealing with the vendors and RFP for the digital proctoring software, the new lecture capture system, Panopto, and Zoom.
- There has been interest in a physical proctoring facility where approximately 100 online students can come to campus and take an exam or do make up exams. Presidential Court could be a location for a proctoring facility.

- **Spring Semester Course Delivery**

- Hyflex course delivery gives instructors the ability to deliver a course to student both face to face and to online students at the same time from the classroom.
- Work has been done on the Cynap systems to make sure all components were displayed in the room for the students who were attending remotely.
- Classroom producers were hired to help manage chat going on in Zoom while the instructor was talking to the students both face to face and remotely. Surveys are being completed now to rate the successfulness of this approach.
- The charge for spring has been that if you have a hybrid class, record the in-class presentation.
- Mediasite is being replaced with a new lecture capture system called Panopto. Panopto will be available for the Spring semester.
- Panopto integrates well with Canvas and Zoom.

### **3. Adjournment**

- Joel Reeves adjourned the meeting at 3:46 pm. The next meeting is scheduled for Friday December 11, 2020 at 3:30 pm via Zoom

Minutes submitted by Mary Mebine