

Technology Advisory Board (TAB) Committee
Friday, March 13, 2020

Kingston Pike Building, Conference Room 111

MEETING MINUTES

Attendees: **Joel Reeves**, Jennifer Gramling, Dr. David Cihak, **Larry Jennings**, **David Ratledge (Zoom)**, **Jolyon Gray (Zoom)**, Chandler Lampe, Evan Painter, **Jessie Grieser (zoom)**, Suehyun Choi, **Nick Corbin (Zoom)**, **Simon Rotzer (Zoom)**, Nicole Campbell, Andrew Heim (bold indicates present)

1. Welcome
 - Joel Reeves welcomed everyone to the March 2020 TAB committee. Meeting began at 3:32 pm.
2. Updates –Coronavirus Update (notes below were as of March 13. Please see <https://www.utk.edu/coronavirus/updates/new-information-about-spring-semester-grading> for updates)
 - All classes will be moved online following spring break, effective March 23 until at least April 3
 - Student are expected to stay home after spring break and participate in online classes from their primary residence. Student who are not able to stay at home after spring break can register for an exception to continue to live on campus
 - All non-athletic university events between March 16 and April 5, which involve anticipated gatherings of 50 or more people, are canceled
 - All UT Knoxville – sponsored study abroad programs with departure dates prior to May 20 will be suspended
 - Any student, faculty, or staff who goes on any cruise – no matter the location or itinerary – or travels to an area listed as Level 2 or 3 on the CDC’s COVID-19 travel advisories page must self-isolate for two weeks upon their return home
 - Effective March 10, nonessential UT-related international and domestic travel outside the state of Tennessee was suspended with reimbursement of associated costs.
3. FY20 College/Department Award Process
 - March 30, 2020 - Deadline for submission of all funding request documents
 - April 17, 2020 - TAB makes allocations at April meeting
 - Early May, 2020 - Colleges/Units receive award verification and purchase reimbursement guidelines
 - July 1, 2020 - March 31, 2021 - Colleges/Units place orders with vendors

- July 1, 2020 - March, 31 2021 - Reimbursements for expenses following standard guidelines

4. Other Business –

- Updated Zoom Pro licensing and pushed the Deans to get with their faculty. Can call 974-9900 if they need assistance
- The campus Emergency Operations Center (EOC) plans to meet daily. Dr Spencer Gregg is the Incident Commander. Decisions are coming through the policy group.
- Joel believes the bandwidth we have will be fine. Having faculty working from campus, the bandwidth will do better. Students should hardwire into their internet connection, if at all possible. Utilizing a wireless connection makes you more vulnerable to interference from those around you and could cause speed issues.
- We have ramped up zoom licenses so that every instructor has a zoom pro license so that meetings can have up to 300 participants and unlimited time.
- Nick said some classes have more than 300 people but he believes they upload their videos so no need for zoom. The storage on Canvas had been upgraded which will help with video constraints.
- Joel stressed we are not doing online programs. We are taking face to face programs and putting them online.
- Joel said that OneDrive and Google are there if needed. Adobe license has been expanded through May to be used from home as a student if needed. Nick said College of Communications uses Adobe regularly.
- Apps@UT is still available and can be used from home.
- David asked if the tiered Zoom has been purchased. Joel answered that BAA not with UT and Zoom. It is encrypted but suggested to store it in a HIPPA compliant place such as Office 365. (Update: BAA with Zoom in process as of 4/9)
- David asked if Zoom will be upgraded for the Library. Joel responded that it would not be a problem if the staff need it. They will need to contact the HelpDesk. David stated that it will be utilized for library instruction. Joel said that we managed the Zoom agreement statewide and ramped up licenses. David asked if he can advise the library staff to call the HelpDesk and Joel said that is fine.
- David asked with people broadly working from home, is there a threshold through VPN gateway? Joel said currently we have 1000 concurrent devices each for 2 devices and have been granted up to 10000 concurrent connection license for the VPN. If there is something missing, please call HelpDesk and/or let Joel know.
- Emergency call center number is 865-656-7233 (SAFE)
- Hotspots and PC requests go to: forms.utk.edu/tech-request. The students who have requested and have been approved will receive an email that they can come pick up the laptop.

- We are trying to meet a deadline before students leave to go home. Deadline to submit request is as soon as possible. We only have so many Wi-Fi cards and the Federal Government is placing an order for 30,000 and everyone will be second to the Federal Government's request.
- The Policy Committee updated the request form to say that the students need to return the laptop in good working order. If additional questions come up, email Joel. Additional information will be put in IT Weekly.
- David said that University Housing has received about a 1000 requests for students to stay. Will labs still be open for students to work? Joel said that depends on if the campus stays open or not.

5. Adjournment

- Meeting adjourned at 3:56 pm.
- Next meeting: Friday, April 17, 2020, Hodges Library Conference Room 605

Minutes submitted by: Mary Mebine