



ACADEMIC POLICY COMMITTEE (APC)  
Notes of Meeting

**Date:** Tuesday January 29, 2019

**Time:** 9:00am-11:00am

**Room:** 209 Assumption Hall

**Present:** Dr. Sue Fox, Dr. James Gauld, Dr. Erika Kustra, Dr. Scott Martyn, Dr. Wansoo Park, Dr. Antonio Rossini (Chair), Dr. Jill Urbanic.

**Absent:** Yasin Avci, (regrets), Aftab Anwer, Dr. Fazle Baki (regrets), Dr. Cheryl Collier (regrets), Scott Cowan, Dr. Dan Mennill (regrets), Siddharth Patel (regrets), Lena Sleiman, Dr. Terry Sefton (regrets), Dr. Sujith Xavier.

**In Attendance** Ryan Kenney, Sue Holiga, Marcin Pulcer, Renée Wintermute (University Secretary), Alison Zilli (University Secretariat).

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*Although quorum was not reached, the following is an unofficial summary of the non-quorate meeting*

**1 Approval of Agenda**

The agenda was not approved at this time.

**2 Approval of Minutes**

The minutes were not approved at this time.

**3 Business arising from the minutes**

Nothing to report.

**4 Outstanding business**

Nothing to report.

**Items for Information**

**5 Reports/New Business**

**5.1 Information Technology Services (ITS) Annual Report**

*(See document APC190129-5.1 for more details.)*

**NOTED:**

- An overview was provided on ITS' activities and accomplishments over the past academic year, as well as current and future initiatives.
- Information Technology has been successful in implementing a significant number of infrastructure and systems upgrades and enhancements while continuing to maintain system availability.
- Some of the major successes have included: 1) ongoing technical support for UWinsite ERP; 2) providing technical support for the development and implementation for network infrastructure and technologies for new buildings; 3) major infrastructure upgrades to the network and Cloud services; 4) renewing the existing Smartphone agreement; 5) continued progress with updating the wireless infrastructure and implementation of Cloud-based services for many campus systems; 6) enhancing the Learning Management System (LMS); 7) supporting implementation of the new curriculum mapping tool; 8) integration of eGas to the new UWinsite; etc.

- The major challenges are tied to resources as competing demands for IT Services support continue to increase as the University expands its campus footprint. There are also resource challenges tied to the UWinsite (ERP) sustainment model, professional development opportunities, security infrastructure and governance.

The floor was open for comments/questions:

- IT Services was commended on its exceptional level of support provided on an ongoing basis to the campus community, particularly given the number of extensive projects they support.
- IT Services has moved forward on extremely large and important projects and have raised a number of significant challenges.
- In response to a question raised regarding how the total email volume decreases by 21%, but legitimate email increases by 84% which this suggests a very large amount of illegitimate email before, it was noted that this is correct. The Team has worked diligently in reducing any junk mail as well as educating the campus community on illegitimate emails.
- IT Services has set up a PunchOut Catalog where people can purchase computers from the supplier's website with software such as Windows 10 already installed.
- There is strong support for the development of classroom technology standards, as well as classroom renewal schedule.
- Given the ongoing growth in technology and resource challenges, IT Services should determine via survey tool what is really needed by instructors in the classroom.
- Instructors who are still using older technology such as VCR tapes will need to be educated on how to convert their information into an up-to-date and accessible format. (i.e., their own youtube channel)
- In response to a question raised about whether any issues related to Data Governance could be relevant to bring forward to Senate, it was noted that the rationale is to have more open and accessible data for departments to manage on their own. The role of IT Service should be to facilitate the process but not to manage the delegation of access.
- In response to a question raised about research Data Management Plans (DMP) it was noted that IT Services is working to facilitate the creation of a template that researchers on campus will be able to use for inclusion in research grant submissions.
- Concern was raised regarding the issue that the timing of the new UWinsite has created many challenges for students.

AGREED:

- A stronger connection to the Strategic Priorities would strengthen the report for Senate.
- The document was received for information.

## **Additional Business**

### **6 Question Period/Other Business/Open Discussion**

#### APC Annual Reporting Template

- A section entitled "*Lessons Learned*" should be included in the template for annual reports.

### **7 Adjournment**

The meeting adjourned at 10:35am.