A. Call to Order – Shundra White

B. Information Security Policies
   - New Policy on Email – Billy Mueller
   - UM1691, UM1337 – Jon Weber
   - New – Information Security Program – Sue Hull-Toye

C. Overview of Duties & Expectations of a TLAC Member – Shundra White

D. TLAC Chair Announcement

E. D2L Update – Scott Vann
   - ePortfolio
   - Continuous Updates
   - Virtual Classroom (Subcommittee to Test)

F. Reef Polling – Derek Hardaway

G. Google Applications for Education (GAFE)
   - Need Subcommittee

H. Product Review (Online testing tool to replace Respondus) – Derek Hardaway
   - Need Subcommittee

I. Qualtrics Update

J. Bluejeans Update & Renewal – Derek Hardaway

K. Ensemble Renewal – Shundra White

L. Realtime Integration with Banner & D2L

M. Accessibility Updates – Shundra White
   - Cielo24 (Captioning Service)
   - Siteimprove (Automated Website Testing Tool)
   - Onix
   - Equidox (Pending Contract Negotiations)

N. Set Date and Time of Future Meetings
ATTENDEES

- Amanda Savage
- Peter Bridson, Chair
- Stephanie Huette
- Melissa Janoske
- Roy Bowery
- Eddie Jacobs
- Peter McMickle
- Niki Bray (Joined via BlueJeans)
- Tiffany Johnson (Joined via BlueJeans)
- James Kierulff
- Shundra White, Facilitator

GUEST ATTENDEES

- Sue Hull-Toye, Assistant Vice Provost IT
- John Weber, Director Enterprise Infrastructure Services
- Billy Muller, Assistant University Counsel
- Derek Hardaway, CTL Representative
- Scott Vann, CTL Representative

MEETING NOTES

A. **Call to Order** by Shundra White

B. **Information Security Policies**
   
   • **Email Policy Draft**

   a. The University’s stance on email usage has been implied for some time, but this email policy will codify that stance.

   b. The policy will be explained to staff on an ad-hoc basis to small groups rather than a memo to the whole body.

   c. Faculty emeritus status and email retention was discussed.

   d. The issue of temporary faculty losing access in light of student incomplete grades and other such issues that may fall outside of their contract was mentioned. Possibilities of both extending the three-month window in which temporary faculty would have access after the end of their contract and modifying the contract itself were proposed and discussed.
e. The “open records” verbiage in the policy was questioned. When a University member forwards mail to their personal email account, that account may be searched in light of a legal issue. A solution was proposed to inform faculty and staff of this possibility.

- **Data Security Policy**
  a. The legal speech was suggested to be too dense for normal readers to understand. It was then pointed out that there is a chart in the data security policy that better explains the coverage of the policy.

- **Information Security Policy**
  a. It was stated that this is just the beginning of a move toward more security.
  b. A question was raised about the use of electronic signatures. The technology as it pertains to the University, was said to be in its infancy.

C. **Overview of duties & expectations of a TLAC**

- It was stated that TLAC’s suggestions are a priority for ITS.
- New members of TLAC were recommended to view the ITS website to familiarize themselves with the scope of the department. [http://www.memphis.edu/its/governance/tlac.php](http://www.memphis.edu/its/governance/tlac.php)
- Peter Bridson was named as the new TLAC chair.

D. **D2L Updates**

- **ePortfolio**
  a. ePortfolio was introduced to the committee.
  b. Its export options and use in different classes and usefulness after graduation were discussed.

- **Continuous Updates**
  a. A question was raised about why we do not use D2L as the name of the service instead of the internal branding name eCourseware. It was explained that the move to using eCourseware prevents the University from having to rebrand every time a new piece of software in implemented.

- **Virtual Classroom**
  a. Virtual classroom was explained.
  b. Sessions were confirmed as a 90 minute maximum in recent test.
a. Faculty designated moderators are not currently available, but there will be an investigation into the possibility.

E. Center for Teaching and Learning Fall 16 Newsletter

- The newsletter was introduced. [https://umdrive.memphis.edu/g-training/eCw/Faculty/Newsletter_Fall2016.pdf](https://umdrive.memphis.edu/g-training/eCw/Faculty/Newsletter_Fall2016.pdf)

F. REEF Polling

- REEF Polling was introduced.
- A question of why the University should use something that has a cost was raised. The reasons behind the choice, including committee recommendation, accessibility options, and integration with eCourseware, were explained.
- A reluctance to adopt it for fear that student would not purchase the subscription was raised.
- The Chemistry department is entertaining a Top Hat presentation on textbook and clicker integration.
- A question of using the clickers to take attendance or do exit polls was raised, both of which REEF can do.

G. Google Applications for Education (GAFE)

- GAFE was introduced.
- IDT would like TLAC to investigate this software package for use.
- The ICL department is currently using many of applications that come in the GAFE package.
- The question of the reasoning behind switching was raised. The purpose of this software package may be to only benefit and be used by fully-online programs, not the general population.
- A fear that Google products have had some instability without support was raised.
- A product review (proof of concept) was approved by the committee.

H. Product Review (Online testing tool to replace Respondus)

- Peter McMickle and Amanda Savage both volunteered to test new options.

I. Subcommittees

- A question of who should be chosen for subcommittees was raised. The consensus was that anyone who want something more or new should be chosen.
J. Qualtrics Update
   • The newest version of Qualtrics was introduced.

K. BlueJeans Update & Renewal
   • The contract for Bluejeans will expire in December of this year. The costs will be discussed with the committee.
   • International capabilities will be investigated.

L. Ensemble Renewal
   • Ensemble Video was introduced and demonstrated.
   • The contract expiration for Ensemble Video is coming up.

M. Realtime Integration with Banner & D2L
   • This is projected to be ready by Spring 2017.
   • Grades will be imported into Banner at the push of a button.
   • Enrollment will take a much shorter amount of time that it currently does.

N. Accessibility Updates
   • The current focus for accessibility is on getting syllabi converted.
   • Dollar amounts are coming in from possible vendors who perform closed captioning and other services.
   • The question of what will happen when the University leaves TBR was raised.

O. Set Date and Time of Future Meetings
   • A Doodle meeting poll will be sent out to determine the best time to hold future TLAC meetings.

P. Adjournment