

**MINUTES
Information Technology Advisory Committee
September 29, 2016**

Attendees: Adrian Aron, Lisa Blackwell, Bruce Buskill, Tim Channell, Charley Cosmato, Jonathan Harris, Todd Joyce (guest), Danny Kemp, Neal Leahy, Ben Litvak, Wendy Lowe, Allison MacFarlan, Randy McCallister, Randa McDonald, Margaret McManus, Ed Oakes, Shannon Phillips, Denise Rahmes (guest), Sean Ramsey, Chad Reed, George Santopietro, Jeff Willner

Absentees: Grady DeVilbiss, Michael King, Jackie McNabb, Bob Phillips, Meghan Viet

The Information Technology Advisory Committee was called to order by Danny Kemp at 10:02 am on September 29, 2016 in the McConnell 170 Conference Room.

Adrian asked for a motion to approve minutes for the April 12, 2016 meeting. Chad motioned, Tim seconded, motion carried.

Danny Kemp asked for nominations for the Chair of the ITAC for the 2016-2017 year. By unanimous vote, Adrian Aron was elected to serve a second term as Chair. Adrian, as Chair, asked for nominations for Vice Chair. With a unanimous vote, Tim Channell was elected Vice-Chair.

I. Ed discussed Wi-Fi on campus noting that RU Secure will go away on January 4 which will require everyone to transition any devices to Radford_Wireless. Any new computers issued will connect to Radford_Wireless. The Wi-Fi for Radford guests was updated over the summer. To connect first time guests to enter their name, email and cell phone number. This would provide enough information for audit purposes. A password and username will then be issued to them and will be valid for seven days.

Ed continued to explain eduroam which allows you to use your RU login on other campuses with several schools participating. The lists of schools participating can be found on the eduroam website. Adrian inquired about the cost and Ed said that there is a small setup fee less than \$1,000.

II. Ed provided an update on moving faculty and staff to Office 365. Right now there is some challenges with infrastructure are working to improve. Also, IT needs to work with vendors before moving to the next step. There is no current timeline as of now. Charley requested adding the file sharing process as an agenda item for next meeting.

III. Allison updated the committee on Duo two-factor authentication. You can receive your second code on your cell phone. There is an app that can be loaded on your phone and you can change your setting to either call or text you. You can also use your office phone to get your second code. Having this will also make passwords less critical to change as often. Everyone that logs into Banner will eventually be required to use the two-factor authentication. Allison expressed the importance of having all policies in place before rolling out and feels the two-factor authentication is necessary because of the huge increase in spam with attachments. Virginia Tech has already rolled out for all their students, faculty and staff.

Charley shared that US News and World Reports encourages use of multi-factor authentication. Noting that colleges who use multi-factor authentication will raise you higher on the list.

IV. Danny reviewed the academic software licenses. He stated that he is working though the Deans creating a spreadsheet listing all the software that we are aware is being used. At this time, we need to see what software we are paying for and what software is not being used. If some of the software is not being used this money could be used for licenses that is needed. There is a list of known needs. Plagiarism, grammar check, online proctoring, social media monitoring and metlab project are a few that's been mentioned.

V. In other business, Charley mentioned the faculty senate meet and discussed the adoption of third party software.

With no further business to come before the committee, Jeff motioned to adjourn, Chad seconded the motion. The meeting adjourned at 10:44 am.

Respectfully submitted,
Sharon R. Ratcliffe