



**Information Technology Committee (ITC)  
Meeting Minutes**

Meeting Date: October 14, 2021  
Time: 3:00pm-4:00pm  
Via Zoom

Circulated: November 17, 2021  
Approved: November 18, 2021

**Present:** Rachel Vacek (Chair), Magda Ivanova, Yun Jiang, Zhixin Liu, Heather O'Malley, Sara Ahbel-Rappe (SACUA Liaison), Vashni Santee, Elizabeth Devlin

**Absent:** Niko Kaciroti, Bruce Maxim, Melvin McInnis, Maura Seale, Sonia Tiquia-Arashiro

**Administration:** Ravi Pendse - Vice President for Information Technology and Chief Information Officer

Chair Vacek called the meeting to order at 3:04pm.

Chair Vacek welcomed the committee members. Committee members gave a brief introduction and explained their interest in participating on the committee.

VP Pendse introduced himself to the committee and thanked the committee members for volunteering to serve. He shared recent roll outs of DropBox that will help also support university researchers by offering lab/team accounts that increased data storage and made it free. LinkedIn Learning is now available to all faculty and staff across the three university campuses. VP Pendse shared that some future topics may include discussions about cybersecurity and Google no longer offering unlimited storage. He encouraged the committee to contact him directly if they have any questions/concerns/feedback, and he will make his cellphone number available to the committee members.

Chair Vacek indicated that all the committee documents will be made available on the committee shared google drive.

**ITC Charge:**

Chair Vacek shared the approved committee charge and encouraged members to bring forward issues/topics they would like to discuss at future meetings.

1. In keeping with the university's commitment to Diversity, Equity and Inclusion (DEI) consider issues of diversity in terms of service delivery and technical assistance, and provide best practices for IT resources and their effective use for new project development among diverse populations on campus.
2. Evaluate the effectiveness of virtual/hybrid meetings and collaboration suites/tools to inform future business practices post COVID-19.
3. Assess new technologies that may facilitate work in teaching, research, and service to stay current on the most current technological innovations.



VP Pendse asked the committee what issues/feedback in the areas of technology are priority for committee members, what is working well and what isn't.

Committee feedback:

Zoom automatic transcription of live meetings is very helpful and made meetings more accessible.

Dearborn campus centralized its IT service, and that has been a very efficient and great improvement.

The committee requested, to respond to the DEI question in the charge, and they asked whether there are any reports or information to obtain a better understanding of where the deficiencies and inequities are in the populations that are least served.

VP Pendse indicated that IT support around campus is non-standard. There are areas on campus that (CoE, Ross, Medical School) have more IT support because they have the resources. There are other areas where the support is not as significant. It is in those areas that VP Pendse's team will step in to resolve IT issues for those faculty members.

Chair Vacek raised the topic of how to communicate to all the three campuses the technology solutions/services available on campus. She then opened the floor to imminent needs for the committee to discuss.

**Potential Topics:**

VP Pendse would like the committee to consider the area of mental health and wellness for students. He mentioned the holistic efforts by the provost and the VP of Student Affairs. They are currently looking at encouraging wellness and physical activity and providing some technology tools to help.

VP Pendse has given a few suggestions on this topic to make the resources on campus more visible and accessible.

Chair Vacek suggested that using Slack could be helpful in increase connections and decrease the sense of isolation. There could be a partnership between IT and mental health services on campus to create safe spaces for students and faculty.

Resources could be centralized and made available in an app, or if the app already exists then a broader awareness of resources available could be created.

Chair Vacek asked if there was access to data for LinkedIn Learning usages for students and faculty, including what modules are most popular, and whether it could provide insight to the DEI question.

VP Pendse indicated that to maintain privacy and to be good stewards of individual data, this data is not accessible or tracked.

The committee discussed the learning analytics initiatives.

The committee suggested circulating an IT newsletter with the latest software and tutorials.



Next Steps:

- VP Pendse requested that his cell phone be shared with the committee and encouraged members to reach out at any time with any questions/concerns/feedback.

Meeting adjourned at 4:00pm.

Respectfully submitted by,  
Elizabeth Devlin  
Faculty Governance Coordinator,  
Faculty Senate Office