Senior Leadership Team Meeting
Staff Edition
July 17, 2019

1. Approve minutes from last meeting
   a. Minutes approved

2. Budget planning (Geneva)
   a. Catering
      i. All catering activities should go through Robin’s group
      ii. Robin to allocate expenses to relevant unit’s org code
   b. IT/Software purchases
      i. How are we going to manage a centralized process for these purchases?
         ii. JJ: This is the first year (FY20) we have a centralized software budget; units have access to shared folder for forecasting
             1. BG: Need for broader coordination around centralized software budget?
             2. RM: Totally new asks can be put in unit requests; this centralized budget was built for existing software needs
             3. JJ: In following years, new software expenses will be rolled into centralized budget
         iii. GH: How can we build in more control over vetting of vendors, products, etc. for compliance and negotiation purposes?
              1. RM: Barrett and I are in the loop for renewals at present
              2. JJ: Ex. Some applications we use don’t meet accessibility requirements
                 a. Voluntary product accessibility template to be collected from vendors as a first step
                 b. Contracts already go through review process; p-card purchases are of greater concern
                 c. Ask potential vendors for VPAT
                 d. Current vendors must also be asked for VPATs
                 e. BG: Could we leverage WRLC to minimize the workload between member institutions?
                    i. JJ: Do we need to ask WRLC for a VPAT for services we consume from them?
                    ii. Gallaudet, AU might already have some of the things we are looking for in this area
                    iii. JJ: Echo360 has a contract with a Reston-based company that is tracking accessibility through the development process and documenting with greater specificity
              iv. April 1, 2020 deadline for Office of Civil Rights accessibility audit
1. LAI Accessibility Steering Committee currently developing a list of potential projects to be included in the work of the accessibility program, partially based on last year’s GDPR efforts.
2. First step is likely a review of our staff workflows to ensure that language and processes related to accessibility are there.
3. GW Today likely to run a story on accessibility in the coming days to announce the new Web and Digital Content policy.

3. FERPA Training for LAI (Jared)
   a. Office of Ethics, Compliance, and Privacy reached out after LAI staff attended a lunch & learn to offer data privacy compliance training for GW staff and faculty
      i. Highlighted modules: 15min module on GDPR awareness, 15min module on FERPA training
      ii. Are we interested in acquiring these training modules through Talent@GW for LAI staff?
         1. Yes
         2. When we put it in Talent@GW (likely October or after), we can communicate it out in the newsletter as well
      iii. EEO training must be pushed to all staff that sit on a search committee. This is a requirement before any candidate can be hired.
        iv.

4. August Town Hall, August 12 (Robin)
   a. Academic Commons and Ask Us to conduct a short volunteer training
   b. Accessibility Steering Team update
   c. Uzezi: project management tool they are investigating
   d. Guy: talking about Teaching Day
   e. Invited MSSC speaker
   f. Paul: brief update on Research Commons website launch

5. Changes in T&L (Guy)
   a. Workforce
      i. New Director Search Update
         1. Resumes reviewed
         2. Written Questions developed
         3. The committee being developed (Jared and Robin)
      ii. Open position in faculty development (KM) possibly a new model
      iii. Instructional Design and ITL
         1. Open ID position
         2. Split efforts with ITL
         3. Potential Accessibility ID
         4. Loss of several reviewers
   b. Recent Faculty Survey
   c. New Center Launch at Teaching Day on September 27 -
      i. Advocacy
         1. Incentives for faculty training
2. Open access for students
3. Time for faculty to design courses
4. Continuity
5. Standards and quality

ii. Research (Scholarship?)
   1. Growth area
   2. Testing techniques/learning laboratory

iii. Excellence
   1. Course design
   2. Teaching
   3. Curriculum and programmatic development

   d. Development and Dissemination of Scholarship
      i. Faculty published a paper on design without acknowledgment for LAI design staff
      ii. Lessons learned: scholarly collaboration could be integrated with agreements in the interest of shifting perception from service & support to career professionals & partners

6. Performance management update (Nia)
   a. We are now within the manager review period; however, certain self-assessments are outstanding and you will receive emails to that effect
   b. Manager review period closes next Wednesday, July 24th

7. Brief facilities update (Geneva / Barbra)
   a. Mark Diaz toured the building this week and asked Geneva to tell him what we want in terms of a future for Gelman Library
   b. Final Ballinger report expected by the end of July
   c. 3rd/4th floor bathroom renovations (both floors) approved and pushed to summer 2020
   d. Flooding remediation is waiting on carpet product to finish trim in affected areas