

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