

Senior Leadership Team Meeting
Staff Edition
August 26, 2020

1. Approve minutes from last meeting
 - a. Minutes approved.
2. Updates from Provost Senior Staff
 - a. At a count of 544 faculty members with access to campus.
 - i. Some that had previously requested access are backing off because of testing protocol.
 - ii. Turned down ~400-500 faculty requests.
 - iii. Faculty have been pointed to LAI for support.
 - iv. Librarians were caught in the middle regarding testing and access to portal for appointments.
 1. Librarians still unable to make appointments. Will notify Geneva if unresolved by COB today.
 - v. Faculty orientations this Thursday, with receptions including President and Provost.
 - b. Discussed Zoom, Webex, Blackboard Collaborate
 - i. Chris Bracey noted that we need to communicate the need for a backup platform to faculty.
 1. Concierge teams noted that it is helpful to have Webex as backup for Zoom (after breakout rooms update).
 - c. Bulletin has been finalized
 - i. Online version will continue to be updated.
3. Updates from Regina
 - a. Expense reporting
 - i. Effective Aug. 31st the University threshold for attaching receipts will go from \$35 to \$75. This will apply later when traveling is resumed.
 - ii. Appear to be going to per diem for international travel.
 - b. Ordering PPE items
 - i. Use iBuy+ to submit a request to the Materials Management Store. Believe that deliveries will be Mondays and Thursdays. Step by step instructions are included. Manager approval, please select Regina Mays. Use the LAI COVID-19 Org
 1. This process is for our staff, correct? As opposed to the areas covered by Facilities and Housekeeping (e.g. supplies in common areas).
 2. Correct, but I recall that we decided we are not supplying masks for our staff.
 3. Will seek clarification from Facilities on hand sanitizer and wipe station refills; will use this link for staff PPE.
4. Gelman HVAC Assessment

- a. Expecting overall Gelman HVAC assessment soon
 - i. Unsure as to what the assessment process will be or whether all spaces will be accessed. Not scheduled at this time.
 - ii. Note also that prior assessments rated certain equipment as 'fair,' while equipment actually is closer to 'poor' or 'very poor.'
- 5. Blackboard 5 year renewal (Geneva)
 - a. From past reviews: on the cost comparison front, we have a very favorable license with Blackboard due to GW's development of the Prometheus system.
 - i. We did a review and looked at a 3-year and 5-year renewal. Due to cost savings of a 5-year over 3-year plan (difference of #127K at the 3rd year), we recommended 5-year. Legal, DIT, and Blackboard have been back and forth on the license.
 - ii. Any penalty if we break that 5-year agreement early?
 - b. While many complaints might be a case of "grass is greener," there have been many universities moving to more modern platforms like Canvas. However, a move would require a program of (manual) migration that could take a year or more. We'll likely be in this for a couple of years in any case and could conduct a review/needs-assessment with a longer timeline in future.
 - i. We would launch a campus-wide needs assessment in '21-'22 (involving the Faculty Senate), review options, develop a migration plan, negotiate, etc. that would take ~3 years or more. Fine with the Blackboard renewal at this point.
- 6. Instructional Core
 - a. Webex and Zoom Integrations with Blackboard
 - i. Webex integration is very clunky and user-driven; do not recommend trying to push this out before Monday. Also has no capability for anyone but instructor to handle controls (not TAs, not students). Would reassess after update.
 - ii. Zoom study is not going to happen before semester.
 - iii. Collaborate Ultra is the only platform embedded in Blackboard at the moment—concierge teams should distinguish that other platforms are to be used as external tools.
 - b. Proctoring Software Analysis
 - i. Faculty have been wondering about the reliability of AI proctoring examinations. Doing an analysis across products, but obtaining dollar amounts for costs has not been entirely straightforward.
 - ii. We have human-involved proctoring through Respondus, but that is not available through our current package and costs money.
 - c. Online course studio update
 - i. While we know courses to be designed in Fall 2020, we do not know all the instructors.
 - ii. No requests to use the studio at the moment—the production team is using video recorded at home.

- d. [SDLI \(Strategic Digital Learning Initiative\) Operational Plan](#)
- e. Questions about Communications
 - i. Do we continue to work internally on marketing and communication requests? Yes.