1. Technology Services Advisory Committee (TSAC)

2. Louise Finn, Chair

3. How often did your committee meet?
   Bi-monthly in Fall and once in the spring.

4. How many hours were required to attend meetings and for the work outside of the meetings?
   Meetings were 1.5 hours and work outside of meeting to complete project evaluations 2 hours.

5. What did your committee accomplish this year? Or, what were your primary topics of concern?

   **Updates on the IT Transformation**

   Technology Services continues to implement the IT Transformation we began in 2016. As part of that, we hired, Randy Saba, as our Executive Director of EA. Randy chairs Admin CORE, a subcommittee of TSAC.

   More information about our reorg can be found at: [http://www.loyola.edu/department/technology-services/about/organizational-structure](http://www.loyola.edu/department/technology-services/about/organizational-structure)

   **Updates on Digital Learning**

   We will be building out 14 online classes (4 within graduate-level School of Education, 4 in graduate-level Sellinger School of Business, 3 in graduate-level Arts & Sciences, and 3 to-be-determined undergraduate-level summer courses). Loyola will be contracting with several instructional designers to build and deliver these courses by August 2017. We will have the contractual instructional designer(s) on board in November 2016.
Cybersecurity and Two Factor Authentication

In September, Loyola was the target of two significant phishing attempts. Louise reviewed the appearance of each phishing email and discussed several elements that identified it as illegitimate. Louise noted that Technology Services will be rolling out two factor authentication, which is a second layer of security to protect your accounts, even if someone obtains your password. A hacker would have to obtain BOTH your password AND the phone (or other device) you are using to access your account. In November, members of the committee enrolled in two-factor authentication. Technology Services continues a phased rollout to all faculty, staff and administrators until anticipated completed at the end of May 2017.

Capital Project Scoring for FY18

The committee reviewed and scored capital project proposal, with time for Q & A with each project advocates.

Subcommittee updates

Academic Technology Committee

- The ATC received several updates from Dr. Kerins on the 5-year business plan for digital learning.
  
  Phase 1: building out of 14 online classes (4 within graduate-level School of Education, 4 in graduate-level Sellinger School of Business, 3 in graduate-level Arts & Sciences, and 3 to-be-determined undergraduate-level summer courses). Loyola will be contracting with several instructional designers to build and deliver these courses by August 2017.

  Phase 2 is a 5 year plan that will create the infrastructure for digital learning at Loyola. Digital learning is a continuum---from web-enhanced course content to fully online courses. We have decided that we will not use a third party and instead will hire a full-time Director of Digital Learning to build out the infrastructure for online and blended learning. After vetting several third-party vendors, leadership decided it best to keep this initiative in-house to contain costs and to ensure the program remains true to Loyola ideals.
Information Technology Accessibility Committee

- Katsura Kurita updated the committee on the Electronic and IT Accessibility standards, which was shared with and approved by the President's Cabinet. These guidelines will serve as recommendations, not mandates.
- The committee asked who would be appropriate to present the standards to the Executive Committee on governance. The goal is to have the standards document added to the agendas of the Academic Senate and Loyola Conference gatherings. After discussion, it was decided that Ethan Duckworth and Louise Finn should present the standards to the Executive Committee in May to get this topic on the Fall agendas.

LNDL Updates

- Matthew Treskon was hired as LNDL's new Technology Librarian.
- The Library's auditorium was updated with accessibility features.
- LNDL also working on single sign on with the University of Maryland System which will enable Loyola and Notre Dame faculty to use their native user id instead of the barcode for authentication.
- The new experimental classroom, the Collaboratory, which seats 20, now has carpet. Furniture was also ordered.
- Danielle Johnson, copyright and special projects librarian, is managing the new Copyright Information Center which provides education about copyright matters to faculty, staff, and students at Loyola University Maryland and Notre Dame of Maryland University. In addition to the information on their website, they also provide individual consultations and workshops.
- LNDL's migration to The University of Maryland System, that gives the LNDL access to 9 million items was completed in the Spring.
- 3D Modeling pop up class had 10 students—potential to work more with the library on those type of events.

FY17 Project Portfolio Updates

The committee received regular status updates on current projects from the Project Management Office and as a part of the annual capital budget process, reviewed and scored 16 technology project proposals. A prioritized list was then submitted to the Capital Budget Committee for FY18 funding.