SR-PLN IT Committee Meeting Minutes

February 2, 2021 | 9:00 AM CST / 10:00 AM Eastern

Location: Zoom

Plan of Work Updates Report

Item 1 - Customize our existing grant repository in Teams into sub-categories based on the various technologies (AI, ML, AWL, etc..). Members will contribute grant opportunities as they are identified.

Karen DiCicco, Ashwani Srivastava

- Folder already existed for "Grant Opportunities". Need to create categories, all team members need to contribute content. Karen completed this. Will add categories and reorganize as information is added to the file.

Item 2 - Refine the Best Practices document related to IT security, post COVID-19. Share these best practices with other PLN committees, directors, and administrators to help promote security awareness.

Brian McGhee, Dwayne Hunter

- Dewayne is looking into the document and thinks it's at a point where we're were probably ready to move forward. Everyone can view the document in Teams. Please provide feedback to Brian and Dwayne after you have reviewed the document if you have any suggestions or improvements. The document can also be expanded as long as we would like to make it. Before the next committee meeting Dewayne and Brian will get the document to a point to publish and will reach out to us on best places to share the document.

Item 3 - Create whitepaper for the Directors in reference to non-compliant software acquisitions.

Rhonda Conlon, Jason Shoemaker

- No report available – Jason and Rhonda will work on this.

Item 4 - Software list for use by the IT Committee. Divided into categories and business use cases. Institution agnostic if shared with others outside the committee. Create a Teams channel for this purpose.

Brian Watson, Karen DiCicco, Jason Shoemaker

- Folder "Software" created. Completed
- Karen DiCicco already posted the list for UAEX. It is broken into categories. She asked if we also wanted to include our inhouse developed software - all said yes. Karen has updated the list and added to Brian's spreadsheet.
- Brian suggested that the doc be a spreadsheet instead that each institute can contribute to. This would eliminate the multiple documents. He will create it. Brian created the file and it has been uploaded in Teams.
- Everyone can add their information to the spreadsheet and let us know if anything needs to be added.

- We will add In-House to categories to add software's we develop in-house that we use.

Item 5 - Participate in the SR working group for best practices in virtual program delivery, challenges, and evaluation / impact reporting. (Description available in notes)

Jonathan Davis, Dwayne Hunter

- Jonathon and Dwayne had a team meeting with Dan from Virginia Tech. Dan is heading up the group. They met and decided that Teams was going to be a good tool and platform to organize their thoughts of the meeting. Jonathan quickly set up a Team on Auburn's platform and met with Dan in Teams to show him how to manage it. Dan was very excited and had some plans to move forward. Since that time, nothing has happened. Jonathan reached out to Dan yesterday and he explained that they have had some institutional changes that has caused him to refocus some of his energy on that rather on this. He is hoping to move forward in the coming months.

Previous discussion items:

- Brain Watson – Asked if anyone else had been keeping up with StarLink. Karen DiCicco was the only one who had. She has signed up but hasn't heard anything. Brian said he was going to sign up for a few locations. They are still in the upper northern part of US and in Canada. Karen said there was an article about them expanding into Texas and piloting a small group. Karen has signed up several locations in remote areas for UADA.

- Karen shared with the group that UAEX will soon be going through a domain change from UAEX to UADA. Diana contributed that we were not that concerned with the technical side, more concerned with the marketing and branding side (which will be handled by communications). Ongoing – UADA has moved the pilot group over to the new domain. We are working on redirects and new certificates, find and replace within websites and applications for links and email changes. We have had a few hiccups to work out. The remaining accounts will be migrated in what we call a "big bang" over Valentine's weekend.

- Ashwani reported that they have been going through a college name change and will soon have to go through a domain change as well. Follow up…

- Dr. Owens – Small farms virtual conference coming up. He would appreciate any suggestions for virtual event best practices, please send them his way. Ashwani said that concurrent break out rooms with preassigned participants are a big issue. All participants must have a Zoom account, or it won't work. Follow up… Dr. Owens said the conference went very well. One of the hiccups was the subtitles because they were trying to be inclusive of multiple minority groups. They also wanted to add subtitles under each presentation during a small farms conference but unfortunately, they were not able to do this. Best practice would to be do this in advance. They had a studio that they did at a farm and recorded people at the farm in a session. Then they uploaded the videos and did a Facebook party. They used the Zoom platform and for the most part it was successful. He thinks they were one out of two institutions that went ahead for a small farms conference that did not cancel. Dr. Owens was asked if he had any official feedback from the participants to help gage what their feelings were about the meeting. Dr. Owens said that's one of the things that he was disappointed in, getting the evaluation out in a timely manner. The questions were asked after each breakout session if the information was helpful to them. They also had another survey, but it didn't end up going out to participants, so he doesn't have the information if people enjoyed the conference. But the feedback he received from other people and email, told them the conference was good. They did put all the presentations on YouTube.

New discussion items:

- Karen would like to know what other Extension Services are using for their Extension reporting, calendar software, and document management software.
    - LSU – Using Microsoft Dynamics CRM for extension reporting and research reporting, OneDrive for documents, Outlook that ties into their CRM
    - Alabama – Reporting custom system tailored to their needs, Web Calendar – WordPress plugin, Document management – OneDrive, Box
    - Oklahoma – Calendar – Trumba, Document Management - OneDrive, SharePoint
    - Kentucky – In-House Reporting System, Calendar (In-House), Document Management - OneDrive/SharePoint, they did purchase a software called Cumulus a few years ago to mange digital assets. Adoption has not been what they had hoped for

    UADA is looking into PEARS for Extension reporting. SNAP will be using PEARS in October. LSU did evaluate PEARS and did a side by side, but they are a Microsoft shop and Dynamic CRM works well for them.

    Links shared:
    https://www.canto.com/

    http://cumulus.ca.uky.edu/#/categories

- Fred – MS calling plan adoption?
    - No one had done this. Diana said UADA had used this for about 35 users and it was pretty much a nightmare for them and administration. People don't want to let go of that physical phone and won't stay logged in. Then they don't understand how to log back in. It has been a logistical nightmare. UADA is looking into Zoom phones and we will be migrating over to that within the next six months.

- Dwayne – moving from 4H Online to Z Suite.
    - UADA hadn't evaluated Z Suite but went with RegPack to replace 4H Online
    - LSU has recently did a study on 4H Online. The 4H director wants to move away from the inhouse solution and move to 4H Online. They did compare their in-house, 4H Online, Z Suite. Looks like they may be moving to 4H Online.

- This year's conference will be online this year.
    - 2022 will be Fort Worth
    - 2023 will be Orlando

Upcoming Meetings:
- April 20, 2021
- July 20, 2021