

## LMIS Minutes, February 7, 2020

Committee members present: Derek Buescher, Jane Carlin, Genevieve Caskey, Jeremy Cucco, Andrew Gomez, Susannah Hannaford, Matthew Link, Janet Marcavage (Chair), Kaity Peake, Mike Spivey, Bryan Thines

- I. Meeting called to order by committee chair, Janet Marcavage at 3:02 PM
- II. The December 6<sup>th</sup> and January 24<sup>th</sup> meeting minutes were approved.
- III. Jeremy Cucco presented on the G-Suite adoption by the university. Began with taking questions from the committee for starting points.
  - A. Current status of G-Suite and what we are looking at doing: there are questions about whether to adopt gmail and G-calendar as part of the process with G-suite. Current usage includes drives, shared folders, docs, pages, slides, and jamboard capability. Google jamboard is a physical device that allows whiteboard interaction with capture technology. Google classroom is more tailored for the k-12 programs. Reasons for not doing gmail and calendar is 1) cutting over from Microsoft is challenging and 2) we are looking at ways to transfer seamlessly from microsoft to gmail in the next two to two and half years that will maintain the existing domain (pugetsound.edu).
  - B. Pitfalls of adoption:
    1. Private/Institutional: One of the largest pitfalls is private/personal use of google and the institution use of google. It is problematic if people use their personal google account to manage institutional data as we may lose information and/or have private data in public domains.

2. There will be a canvas class that will address best practices, pitfalls, how to use, and what to avoid with G-suite.
  3. Permissions: shared folders with people assigned to the folder. In google all subfolders inherit permissions from above by default. As a result, people need to be cognizant of how they manage permissions and ownership of folders. Key component of the training class is clear delineation of the four roles capable within the google suite. Sharing outside of the network is potentially complicated as domains may be blacklisted by google.
- C. Currently there are no mechanisms that block sharing any one particular type of file. The University does scan files on drives through an automated system that will flag information deemed sensitive, e.g., personal health information, personal financial information, personal identification information such as social security numbers.
- D. Susannah Hanaford suggested that Technology Services create drop in work sessions on G-suite and work with departments on outreach for edtech training. Jeremy indicated that edtechs are working on creating exactly these types of sessions and meeting faculty where faculty are.
- E. Matthew Link discussed the integration between canvas and google. He also discussed document storage that may be limited in Canvas, but is not limited in google. Generally, it is better to provide links to external, non canvas, locations such as on a google drive with a permission list to allow others, such as students, to access and view that content. Matthew also discusses stats integration with google sheets.

Meeting was adjourned at 4:00 pm.

Respectfully submitted by Derek Buescher