

[View results](#)

Respondent

42

Matt Williams

11:52

Time to complete

## 1. Please select your UC Committee \*

- Awards Special Committee
- Budget and Finance
- Communication
- Information Technology
- Institutional Advancement
- Physical Environment
- Campus Wellness
- Student Engagement and Success
- Talent Development and Human Resources
- ad hoc Social Engagement

## 2. Did the Committee meet this month? If you met, select Yes and complete the rest of the survey. Provide minutes in question 7. You do not need to upload documents unless they are supporting materials for this month's meeting.

If you did not meet, select No and submit the survey. You do not need to complete the rest of the survey or upload any documents. Thank you for logging this month's meeting status. \*

- Yes
- No

## 3. Date of Meeting

10/9/2023



#### 4. Committee Members in Attendance or Absent With Notice

- John Corby
- Varunee "Faii" Sangganjanavanich
- William "Bill" McHenry
- Matt Williams
- Aimee DeChambeau
- Maxwell Pastoria
- Lana Tamim

#### 5. Committee Members Absent Without Notice

- Logan Lewis
- Steve Patton

#### 6. Based on your goals for the year, outline what decision were made or action items discussed during this month's meeting that moved goal(s) forward

The committee is still finalizing goals for the year, but those goals shall be finalized at the next meeting. The committee finalized the documentation of communication mediums and their associated target audiences to close out work from last year. The committee also finalized and approved a recommendation to present to UC that would make enrollment in Z Alerts automatic for all students, faculty, and staff, while leaving an opt-out option, as well as an opt-in option for parents and other interested parties.

7. Provide Meeting Minutes/Monthly Report here (do not attach minutes as a document in #8 below).

Attendance:  
Members Present:  
- John Corby  
- Varunee "Faii" Sangganjanavanich  
- William "Bill" McHenry  
- Matt Williams  
- Aimee DeChambeau  
- Maxwell Pastoria  
- Lana Tamim  
Absent with Notice:  
- none  
Absent without Notice:  
- Logan Lewis  
- Steve Patton  
Agenda & Minutes:  
Approval of Last Meeting Minutes: John moved, Bill seconded, and passed unanimously.  
Communications Matrix: Discussion was held amongst all members present on the Communications Matrix that catalogs all the various communication methods the University has and the associated target audiences.  
1. Matt inquired about the context of the matrix, suggesting that External constituents, alumni, and retirees can subscribe to the Digest and they were not identified in the matrix. Aimee clarified that the matrix was meant to capture the primary audience, not all possible audiences.  
2. Bill motioned to approve the document. Aimee seconded. Passed unanimously.  
Z Alert Proposal: Discussion was held amongst all members present about submitting a formal recommendation that all students, faculty, and staff automatically be enrolled in Z Alert with the option to opt-out.  
1. Faii summarized the proposed recommendation for the group. Matt suggested that it is common among our peers to automatically enroll active students, faculty, and staff in emergency alert notifications. Faii confirmed that the committee's research concluded the same and that General Counsel confirmed that doing so would not violate any regulations.  
2. Aimee suggested changing the language of the proposal to make it clear that the recommendation is to default to automatic enrollment with optional opt-out. Bill made the change.  
3. Bill motioned to approve the recommendation, Matt seconded, passed unanimously.  
Goals for 2023-2024: Discussion was held amongst all members present to solidify the committee's goals for the year.  
1. "Give guidance about the use of AI in pedagogy on campus"  
a. The group determined that we need to research what other committees across the university are doing in this space before the goal can be finalized.  
b. There are potential issues with this committee developing guidance regarding academic use since there is an academic policy committee that should probably address the use of AI for academic purposes.  
c. Faii will reach out to these other committees, as well as Dallas Grundy and Sarah Kelly to discuss the impacts of AI guidance for administrative use.  
2. "Give guidance about improvement of business process execution using new resources from Workday and the data available within it"  
a. Aimee suggested additional training and potential animations to assist with completing certain business processes.  
b. Matt confirmed that the ITS training team is planning on creating short videos on how to complete specific tasks in Workday.  
c. Another recommendation was to include a list of things that are required to complete a task in Workday prior to beginning the task.  
3. Faii suggested that we conduct more research into these goals so that they may be finalized at the next meeting.  
Old Business: None  
New & Other Business, Good of the Order:  
New Business: None  
Other Business: None  
Good of the Order: None  
Motion to Adjourn: John motioned, Bill seconded. Meeting ended at 12:01.

8. If you have a document that provides supporting materials for this month's work, upload here. This attachment should not be the monthly minutes (minutes should be submitted in #7 above).  
(Non-anonymous question)

9. Are there any new topic submissions or other information/feedback you would like to share from the committee?