

**From:** [Amy Atchison](#)  
**To:** [Stephen E. Severn](#); [Chaminda Prelis](#); [Jessica Carter](#); [Dennis Mullen](#); [Medha Sarkar](#); [Ken Currie](#); [Chris Stephens](#); [Ron Henderson](#); [Joshua Harms](#); [Gina Pisut](#); [Jenny Sauls](#); [Marie Patterson](#); [Nancy Stone](#); [Kim H. Honaker](#); [Tim Greer](#); [Stuart Fowler](#); [Deana Raffo](#); [Robert Blair](#); [Eric L. Oslund](#); [Donald Snead](#); [Connie Casha](#); [Jimmy Mumford](#); [Mary Beth Asbury](#); [Emily B. Baran](#); [Mary Magada-Ward](#); [Brandon Wallace](#); [Olaf Berwald](#); [Marie Barnas](#); [John Merchant](#); [Matthew Duncan](#); [Katie Foss](#); [Chandra R. Story](#); [Amy Phelps](#); [Melissa Lobegeier](#); [Cathy McElderry](#); [Kristen West](#); [Christopher K. Dye](#); [Beverly Geckle](#); [Tom Nicholas](#); [Kristi Shamburger](#); [Amy Phelps](#); [Denise F. Quintel](#); [Susan Myers-Shirk](#); [Mary Hoffschwelle](#)  
**Subject:** Chairs Council Tech Committee: Written Report  
**Date:** Monday, September 18, 2023 1:19:16 PM  
**Attachments:** [image001.png](#)

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Hi all,

Tech committee has a few updates that don't need to take up time on the agenda – read on if you're interested in Chrome River (from Carol Rozell) or the rumors that security changes will be problematic for our personal use of Dropbox (nope – more from Brian Hinote below).

### **From Carol Rozell: Chrome River**

We went live with Chrome River in May 2023 but with the year winding down, we only introduced a small audience for go live application over the summer. As the fall semester approached, we began with a couple of zoom trainings for the Administrative/Executive Aides on how to enter In-State travel only. This recording link is on the Travel webpage at <https://mtsu.edu/boffice/travel.php>.

We also tried to focus on the departments that did the most travel. The goal was to introduce campus to Chrome River gently and not overwhelm them with everything. Granted as we trained, a lot of time the approvers were not always a part of the training but on many calls the approvers were on the calls.

The next step was to start training for Out-of-State and International travel - Pre-Approvals and then to import the Pre-Approval on the Expense Report. We were able to get a recording of the training we did with the College of Business (the first 7 minutes is not there unfortunately) but Ben has obtained this file and we are planning on putting it on the Travel website page. While a lot of departments have been trained, we still have work to do. I began by reaching out to the Dean's Executive Aid for their help in coordinating the training. We are still working through the various colleges.

Timeline – we are still accepting Dynamic Forms at this time but the goal is to transition to Chrome River over this semester for all of the employee travel. Students and Adjuncts are not loaded in Chrome River because we felt that they didn't travel enough to justify adding them into Chrome River, especially since the routing for Students would be different than for employees and the Adjuncts from HR do not have the same leave approval that other employees have. A lot of extra work to handle these cases without a lot of payoff. Dynamic Forms will always be around for the special cases that Chrome River does not handle.

Ben and I have been receiving positive feedback from users. **The big thing departments need to decide is if the Executive Aide needs to review and submit the forms for the faculty/staff or if that can be bypassed. This will determine if delegates need to be set up, etc. We encourage people to reach out if they want training for their own department or if they have questions.**

^I bolded this bit from Carol about departmental practice – if you need to set up delegates, the Chrome River Basics handout I sent a few weeks ago tells faculty how.

**Updates from Brian Hinote re: security/Panopto/Dropbox. Blue is what I was asked by my faculty or another chair, black is Brian's response:**

1. My faculty are not concerned about the change to Panopto storage, but it did get some wondering if their videos can be downloaded by the University & saved without faculty consent. **Great to hear that the Panopto changes are not affecting faculty in a major way. I followed up with my ITD contacts when this was announced, as we were largely in the dark. So I'm glad that all is well. I can't imagine a circumstance where Panopto videos would be downloaded/saved without faculty knowledge or consent. I'm happy to get more details from University Counsel, ITD, etc., if that would help.**
2. There are rumors out there that, amidst the many phishing & ransomware attacks, the University is planning to cut off access to filesharing apps like Dropbox or Google Docs. This would be a massive hindrance to co-authoring with non-MTSU colleagues. Do we know if there's truth to this rumor? Microsoft's apps simply are not advanced or user-friendly enough to be an acceptable substitution. **I have also heard that MTSU will eventually phase out Dropbox and maybe Zoom, but there are currently no plans or timelines to do so. I would absolutely share if I had knowledge of them. Google Docs is not university-sanctioned, to my knowledge, so faculty can use these tools but remember that Google Docs does not meet information security standards for storing or transmitting official MTSU data. As for Dropbox, MTSU still supports this technology, and if it is ever phased out, faculty can get a free account, regardless. My understanding is that paying for multiple contracts for similar technologies is motivating the talks of consolidation (along with considerations of information security, etc.).**
3. A chair's question: can MINOR fields (like the MAJOR fields below) be added to Navigate's search function? Ex: I want to pull a list of students in any of my majors who are also in any of my minors. Navigate would be the easiest way to get that given its search capabilities, but there's not a field for minors. **Incorporating minors into Navigate is on our list, but this feature is unlikely to be available soon. I'll keep working on the vendor, however, to make this happen. This is a common suggestion, and thanks for sharing.**

Amy L. Atchison, PhD  
Chair & Professor

Department of Political Science & International Relations  
Interim Chair  
Department of Global Studies & Human Geography  
Middle Tennessee State University  
Peck Hall, 209A  
1301 East Main Street  
Murfreesboro, TN 37132  
615-898-5656



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**From:** Stephen E. Severn <Stephen.Severn@mtsu.edu>

**Sent:** Monday, September 18, 2023 12:41 PM

**To:** Chaminda Prelis <Chaminda.Prelis@mtsu.edu>; Jessica Carter <Jessica.Carter@mtsu.edu>; Dennis Mullen <Dennis.Mullen@mtsu.edu>; Medha Sarkar <Medha.Sarkar@mtsu.edu>; Ken Currie <Ken.Currie@mtsu.edu>; Chris Stephens <Chris.Stephens@mtsu.edu>; Ron Henderson <Ron.Henderson@mtsu.edu>; Joshua Harms <Joshua.Harms@mtsu.edu>; Gina Pisut <Gina.Pisut@mtsu.edu>; Jenny Sauls <Jenny.Sauls@mtsu.edu>; Marie Patterson <Marie.Patterson@mtsu.edu>; Nancy Stone <Nancy.Stone@mtsu.edu>; Kim H. Honaker <Kim.Honaker@mtsu.edu>; Tim Greer <Tim.Greer@mtsu.edu>; Stuart Fowler <Stuart.Fowler@mtsu.edu>; Deana Raffo <Deana.Raffo@mtsu.edu>; Robert Blair <Robert.Blair@mtsu.edu>; Eric L. Oslund <Eric.Oslund@mtsu.edu>; Donald Snead <Donald.Snead@mtsu.edu>; Connie Casha <Connie.Casha@mtsu.edu>; Jimmy Mumford <Jimmy.Mumford@mtsu.edu>; Mary Beth Asbury <MaryBeth.Asbury@mtsu.edu>; Emily B. Baran <Emily.Baran@mtsu.edu>; Mary Magada-Ward <Mary.Magada-Ward@mtsu.edu>; Amy Atchison <Amy.Atchison@mtsu.edu>; Brandon Wallace <Brandon.Wallace@mtsu.edu>; Olaf Berwald <Olaf.Berwald@mtsu.edu>; Marie Barnas <marie.barnas@mtsu.edu>; John Merchant <John.Merchant@mtsu.edu>; Matthew Duncan <Matthew.Duncan@mtsu.edu>; Katie Foss <Katie.Foss@mtsu.edu>; Chandra R. Story <Chandra.Story@mtsu.edu>; Amy Phelps <Amy.Phelps@mtsu.edu>; Melissa Lobegeier <Melissa.Lobegeier@mtsu.edu>; Cathy McElderry <Cathy.McElderry@mtsu.edu>; Kristen West <K.West@mtsu.edu>; Christopher K. Dye <Christopher.Dye@mtsu.edu>; Beverly Geckle <Beverly.Geckle@mtsu.edu>; Tom Nicholas <Tom.Nicholas@mtsu.edu>; Kristi Shamburger <Kristi.Shamburger@mtsu.edu>; Amy Phelps <Amy.Phelps@mtsu.edu>; Denise F. Quintel <Denise.Quintel@mtsu.edu>; Susan Myers-Shirk <Susan.Myers-Shirk@mtsu.edu>; Mary Hoffschwelle <Mary.Hoffschwelle@mtsu.edu>

**Subject:** Slightly Revised Agenda

Happy Monday, All

Slightly revised agenda is attached. Susan and Mary will still be first up.

See you in a bit.

Best,

Steve

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Stephen E. Severn, Ph.D.

Professor of English  
Chair, Department of English  
Middle Tennessee State University

302-A Peck Hall  
Murfreesboro, TN 37132  
(615) 898-2648