

CALIFORNIA STATE UNIVERSITY, EAST BAY
INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Minutes of the meeting of January 4, 2016, LI-2250

- Present: Joshua Kerr (Chair, CSCI),
Jiansheng Guo (Secretary, CLASS, COBRA),

Andrew Carlos (LIB),
Pei-Hui Hsu (CBE),
James Mitchell (CEAS),
Pablo Garnica (Student Rep.),
Eric Neumann (ITS),
Borre Ulrichsen (CIO),
Jessica Weiss (CLASS, FDC),
Ian Pollock (CLASS, At-large)
- Apologies: Joana Chavez (Student Rep.),
Roger Wen (Presidential Appointee),
David Fencsik (CSCI, At-large)
- Visitors: Wendy Chan, PeopleSoft Analyst
Audrey Katzman, Director, Academic Affairs Budget and Communications
Angela Schneider, University Registrar

Meeting convened at 12:03 pm, LI-2250

1. Approval of Agenda

JM/PG Unanimous

2. Approval of 11/16/2015 minutes

JM/PG Unanimous

3. Reports

a) Chair Reports

- i. FAC didn't consider portfolio as a desirable portal for faculty RTP process, so will explore more options for e-tools for future RTP.

b) CIO Announcements/Reports

- i. Provost will fund purchasing Qualtrics, the survey/analytic software, Audrey Katzman in Provost Office will implement purchase soon, with the original offer negotiated in Fall 2015
- ii. Google Plus is available now, but CSU lawyers say that East Bay Google login page must be updated to more directly address FERPA. Once legal terms worked out, it will be turned on for all campus community.
- iii. IT Project Updates

Excited to have the following:

- 1) A powerful video conferencing tool Zoom is being purchased and will be made available to all (except for two) CSU campuses, with unlimited users, each session allowing for up to 200 interactive users, and webcasts where audience can be up to 3000. Have breakout rooms, high quality video. Available to both faculty and student use.
- 2) Campus conference and classrooms can be turned into Zoom rooms to easily incorporate videoconferencing in classes and meetings. The rooms must be equipped with microphones, cameras and monitors Zoom can be used any where, but special equipment can bring high quality video and sound.
- 3) All above available to student activities/organizations as well.
- 4) Questions:
 - Software vs room remodeling, do we know what faculty need? (Weiss)
 - Is it integrated with Google and BB
 - Need consultation with faculty and faculty development

4. Business Items

a. Discussion of Degree Audit and PeopleSoft Advising Presentation (12.30 time certain)

Angela Schneider, University Registrar, Wendy Chan, PeopleSoft Specialist/Analyst

- i. Last fall, Degree Audit was functioning for GE. We need to populate it to all majors, writing skill requirements, and total degree units
- ii. Working with APGS for articulation connections, a separate but simultaneous project
- iii. Students like it so far based on feedback
- iv. It is also part of the Semester Conversion process. So will hire two additional analysts next year to get this project done. It takes 6 months training to do this project competently.
- v. Aim at completing all undergraduate and graduate majors by December 2016.
- vi. Also, Degree Audit mobile device pushing out, etc.
- vii. This project does not include course prerequisites, but will include them in the future. Completing majors is the current priority.
- viii. Completion of the project will free up faculty and advisor's time for more substantial and career advising, from merely counting courses.
- ix. Prioritization among majors: size of major and complexity of major requirements. Contacted all Deans already about the planning
- x. Wendy Chan demonstration:
 1. Access from MYCSUEB
 - a. Question 1: Can it be more student oriented?
Answer: it is all set by CSU system PeopleSoft
 - b. Question 2: It would be great if we can have some user-friendly user interface.
Answer: It could be a mobile version project, but not for the computer version.
 2. Currently works for GE; goal is to make it work for all majors. Has completed CBE now, and has been working on Nursing, HDEV, and several others.

3. Will publicize the tool to all faculty and students, so that everyone is familiar with the tool.
 4. Questions from the floor:
 - a. *Can a better front-end interface be developed after the PeopleSoft is done?*
CIO: Yes. But it requires resources and funding. Will bring application manager next meeting to talk about it.
 - b. *What does it look like when it's printed out.*
It might take up to 13 pages if including all courses.
- b. Discussion of University Scheduling and 25Live (1:00 time certain), Audrey Katzman, Director, Academic Affairs Budget and Communications**
- i. Audrey Katzman is put in charge of course scheduling program, hence the report.
 - ii. A year ago CSUEB moved to 25Live for course scheduling. Goal is to maximize the space utilization. It interact with PeopleSoft.
 - iii. Challenging factor is accessibility needs in certain course after enrollment, which then requires last minute room changes.
 - iv. Cecilia Grima, Facilities Reservation Coordinator is the contact person, to request training to become a scheduler
 - v. Questions from the floor:
 1. *Lab scheduling and optimization (Ian)?*
Yes, could work on it, and explore more on it with the scheduling system.
Most challenging is conflict between resource and needs
 2. *When clubs need to meet, the process is repeated multiple layers, resulting in slow loop for request. Any way to speed it up?*
Yes, it can be worked out. When 25Live started, it became centralized, due to training requirements. Scheduling stewards can allow scheduling request. Now we are more familiar with the system, we can be more open to users. But student clubs need faculty sponsorship. Now, everyone can see all rooms available from Calendar (University Scheduling, Event Calendar, all can see it, (but only stewards can schedule), and can search in Calendar for any events.) Room changes is updated on students MYCSUEB course enrollment.
 3. *Multimedia Program facilities are independent?*
Can be labelled as a separate entity. The goal is to put all calendar into one place, rather than too many calendars. Will start this year, but need to involve union and RAW for the project.

5. Future Agenda Items

- a. Information Security Awareness with Thomas Dixon
- b. Borre will bring in Application Managers to discuss user friendly interface of Degree Audit and other PeopleSoft modules

6. Adjournment

Meeting adjourned at 1:31 pm

Respectfully submitted
Jiansheng Guo
ITAC Secretary