

CALIFORNIA STATE UNIVERSITY, EAST BAY
INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Minutes of the meeting of April 25, 2016, SF 329

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

Andrew Carlos (LIB),
Nicole Davidson (Student Affairs)
Pablo Garnica (Student Rep.),
David Fencsik (CSCI, At-large),
Pei-Hui Hsu (CBE),
Eric Neumann (ITS),
Ian Pollock (CLASS, At-large)
Borre Ulrichsen (CIO),
Roger Wen (Presidential Appointee),

Apologies: Joana Chavez (Student Rep.),
James Mitchell (CEAS),
Jessica Weiss (CLASS, FDC),

Visitors: Daniel Barsky (faculty, Physics Dept.)
Dylan McClintock (ITS Service Liaisons, ITS)
Twinki Mistry (Director, ITS Service Quality, ITS)

Meeting convened at 12:05 pm, SF 329

1. Approval of Agenda

PG/DF Unanimous

add 4.0 before 4.a, New Student Horizon Email Onboarding, Nicole Davidson
(needs to leave earlier)

2. Approval of 4/4/2016 minutes

AC/PF Unanimous

3. Reports

a) Report of the Chair

- i. Email received concerning Item 4.d, to be discussed as a business item in 4.d
- ii. Special ITAC meeting on 4/20 for Web Site Redesign was well attended by ITAC members and others. Vender attended to the comments well. New university site will start in Fall, with a testing phase before. If anyone has needs and comments about the web site, send JK an email for further forwarding.

Q: It will still use Cascade? Current version has serious limitations.

A: Yes, and will use updated version.

TM: We are 3 versions behind, so the updated version will be much better.

BU: Do we want to have the Cascade demo? Yes. It can be provided.

TM: Beacon is a partner with Cascade, and they have a dedicated tech so they might be able to adjust to our needs.

Cascade is too hard to deal with

BU/JG/RW: Two possible demos: updated cascade, and web site mock-up. Cascade is available in summer

Can it be another committee meeting?

JC: But committees cannot convene in, since faculty does not officially work in summer.

BU: Will try to check and update on the demos.

b) Report of the CIOs

- i. Any topics for future discussion, please let BU know.
- ii. 5f would be interested. ND can present on it.
- iii. Came from MicroSoft, who wants to be an educational partner. They are promoting Office 365. BU has not hear negatives comments about MS so far, but please let him know if you heard otherwise. Now students mostly use Google apps, and faculty/staff use about 80% MS. Students only got MS 365 free recently.
Q: What is the implication of the Phone app, now that we have a digital phone vender. Can it be replaced? Can MS phone function get into the integrated system?
It will be examined and clarified.
Q: What is the implication for Google Education?
It will be examined.
Cost might be a factor for the integration and transition.
- iv. Qualtrics is available to faculty use now. Just open a ticket to install. Also, campus wide notice will be make shortly once all is set up.

4. Business Items

- **Student Onboarding for horizon email, (Nicole Davidson, Director, Admissions Ops & Tech., Admissions)**

Brochure distributed to students on various events.

Video was posted.

Please announce that on syllabus.

Zak?????

- a. **VCR/VHS Classroom Service Retirement, (Eric Neumann, Director, Academic Technology, ITS)**

Several issues in retiring VCR/VHS services for classroom provision.

Copy right issues in digitizing, and other issues when retiring VCR/VHS system to digital

IB: solution may include one copy of the original, and shipping only that copy, to be safe on copy right

AC: will consult with Aline Soules who is an expert on copy right in the Library.

Record shows 94 times of use of the VCR/VHS service in the past 2 years. The Committee needs to determine if this is sufficient for keeping it or retiring it. Is it high enough use or too low.

IB: Any data on repeats? For high frequent users, can aim at targeted services for particular users.

Yes, will do that.

IB: what about a media hosting as a device, and start to talk about digitizing visual materials.

Yes, will publicize the digitization service, so that faculty can use it.

JK: Can the DVDs still be played?

Yes, PCs can still play DVDs after retiring VCR.

RW: Even if phasing out VCR, we can still outsource the service for conversion if needed.

JK: As long as there is enough notification and transition time for the retiring, then it should be fine.

JG: Could be 1 year announcement and transition, and the 2nd year phasing out while supplying the service if needed, and 3rd year complete retirement.

b. Consider Software of Grading Multiple Choice Exams (Daniel Barsky, faculty Physics, 1:00 pm time certain)

Faculty in Science would like to purchase this software, and college Dean agrees to fund it, but referred faculty to seek ITAC endorsement before purchasing.

A software for grading MC exams with analytic functions:

- i) Improved Automatic Scoring System
- ii) Remarkable OMR Software
- iii) Results analytics
- iv) Most faculty in Physics don't have the advanced tool like this.
- v) Students can get electronic feedbacks

PG: As student rep, would like this to have this purchase. But copier will be busy as it would involve a lot of copying.

RW: BB are committed to provide service. But what is the cost? By college or department? It is \$1500, so college does not support it?

DB: explanation of the funding background (see above)

(JK leaves at 1:09, AC takes over chairing)

TM: Also the issue about ownership of the program, cost for IT support.

Q: Comparison of current scantron use vs this new program. Would it save cost?

A: Yes. COE will fund the purchase of the license, but needs ITAC endorsement.

Action:

AC will inform JK to draft a memo of support for localized use in the college, which will be purchased by COE.

Comments: But there will need ITS support: how to use it, demo, training,

- c. **Data Retention Discussion, (Twinki Mistry, Director, ITS Service Quality, ITS)**
Dylan McClintock (ITS) will discuss this with RW regarding BB data retention policy and practice. Will discuss more in future meeting.

5. Future Agenda Items

- a) Car sharing service discussion (Brenda Madrigal and Derrick Lobo)
- b) Discussion of campus accessible technology Initiative (Maggie Graney)
- c) Future share drive: Access from anywhere, easy to collaborate (Gene Lim)
- d) New Phone system: Emergency phones and multi-line solutions for departments (Gene Lim)
- e) Use of personal email versus university email for communication (Angela Schneider)
 - a. What is the policy?
 - b. How is it communicated to incoming students

6. Adjournment

Meeting adjourned at 1:32 pm

Respectfully submitted
Jiansheng Guo
ITAC Secretary