

CALIFORNIA STATE UNIVERSITY, EAST BAY
INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Minutes of the meeting of May 2, 2016, SF 329

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

Andrew Carlos (LIB),
Pablo Garnica (Student Rep.),
David Fencsik (CSCI, At-large),
James Mitchell (CEAS),
Eric Neumann (ITS),
Borre Ulrichsen (CIO),
Jessica Weiss (CLASS, FDC),
Roger Wen (Presidential Appointee),

Apologies: Joana Chavez (Student Rep.),
Pei-Hui Hsu (CBE),
Ian Pollock (CLASS, At-large)

Visitors: Brenda Amaral (Transportation Supervisor, Parking and Transportation)
Veronica Salvador (Director, Administrative Processes, A&F)

Meeting convened at 12:05 pm, SF 329

1. Approval of Agenda

JM/AC Unanimous

4.a will be discussed after 4.c, to save 4.b and 4.c presenters' waiting time

2. Approval of 4/25/2016 minutes

AC/JG Unanimous

(with technical corrections on removing some typos, including "demo" (not "demon"), and that Nicole Davison is Director of Admissions Operations and Technology, Admissions, of Student Affairs Division, not a student representative.)

3. Reports

a) Report of the Chair

i. Need to inquire how to fill seats for ITAC for Fall 2016

Q: Can we get it done by the end of the quarter?

A: This is not a standing committee, so more flexible

Comment: As we have more stuff for ITAC, it would be good to have the members

b) Report of the CIOs

- i. Staff page on university web, there is an ITS link now
- ii. Technology by the numbers info posted, 13 million emails last month, excluding spams, etc., with various features and data. So please check.
- iii. All MPP meeting last week, on semester conversion, and found that MPPs feel not having enough information about conversion info. Hope faculty have more. But ITS will post more information about the conversion on the web site.
- iv. Thanks to all attending Web Redesign meetings. We can do a demo on the updated version of Cascade first thing in Fall 2016

4. Business Items

a. Discussion of Lecture Capture (started at 1:20 pm, Eric Neumann, ITS,)

Need to know the requirements from Faculty about what is needed for Lecture Capture. It has significant cost. Even though with budget, cost is an issue.

Working with Zoom, which has the capacity of lecture capture function.

Since Faculty will have summer soon, need feedback about the needs.

JW: What about focus group with faculty who sign up for using the service? Combining it with a presentation.

DF: Psych Dept. has a class need for the lecture capture function function.

RW: Instructors can login their own accounts (but now they cannot). Give presentation on Zoom for lecture capture to ITAC so that we know how it compares with lecture capture.

AC: Inform ITAC what lecture capture can provide to instructor

JW: Swivel presentation was interesting, which might be expensive

AC: Email ITAC what is needed, and we will come back to this issue.

b. Car sharing service discussion (Brenda Amaral, Transportation Supervisor, Parking and Transportation)

ZimRide: an app run by Enterprise Rental Car, CSUEB is a sub-user-group, now with over 400 CSUEB users, all users with CSUEB email can join, with various functions, link on the website. It is an online app, mobile app not available now, so number of users is low now.

Users can be drivers and riders, and riders can contribute money for gas

Good for the international students who most likely not driving, so this serve them well.

Will publicize it to campus.

Q: When to launch the App?

A: Not sure now. It is like a messenger system. Demo of the online version: the app can show riders' info to help riders to decide if sharing or not.

Risk management knows this.

Looking into designated carpool parking lot/spots as incentives for sustainability

Q: It would be nice to have stat on rider frequencies

c. Faculty Onboarding System Access Project (Veronica Salvador, Director, Administrative Processes, A&F)

Process is for recruitment, hiring, HR sign up

On the Onboarding Flowchart, and this project is only Step 4 (regarding PeopleSoft part) of the chart. VP AF is very interested in working this out.

Goal is to make it easy, straight forward, with reduced number of system roles

Q: How long is the onboarding process now?

A: Typically 2 weeks.

EN: It was 5 days for me.

A: That was quite fast.

Employee cannot do training till first day of start of work, as new rule. So needs to streamline things.

PS is divided in Modules: admission, student records, financial aid, HR, Student financials, shared modules.

1. Admissions module: various stakeholders, Veronica Salvador is the project manager
2. Access to this module includes 10 steps in approval, e.g. MPP, Info security, etc.
3. Admissions has 10 roles (e.g., admit students, document processing, mentor view, customer service etc.)
4. Preassigned roles: assign roles based on the job role and NetID, so that role assignment becomes automatic; nobody will lose Legacy roles that currently exist.
5. Dynamic security: PeopleSoft will check and get the security access, with employee application. If noncompliant for training, then the role won't be assigned.
6. Risks: when having different tasks or working out of class; exceptions;
7. Responses: manager training, monitor, internal audits

Q: When do we start to look at the whole onboarding beyond just PS. Really need a holistic approach for onboarding. Need consistency and communication.

A: once PS is done, and feel comfortable, then will look at it. Global onboarding is VP's level decision and project

Corey Gin is the manager for Skillport for training

Exception case: would still allow adding other roles with ESARF approval.

Q: what is the timeline:

A: only have timeline for Stage 1, which will complete in June 2016, which has taken about 1.5 years, but don't know the next steps, but hopefully faster than Stage 1.

RW: Can ITAC make a proposal? May be we can send it to ITCC for discussion.

- **AC (Acting Chair) Statements:**

- Next meeting item: A and B on the Future Agenda Items list for next meeting
- Check with Josh Kerr about:
 - Scantron issue from last meeting,
 - Roger Wen's onboarding request discussed above

5. Future Agenda Items

- a) Discussion of campus accessible technology Initiative (Maggie Graney)
- b) New Phone system: Emergency phones and multi-line solutions for departments (Gene Lim)
- c) Future share drive: Access from anywhere, easy to collaborate (Gene Lim)
- d) 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