California State University, East Bay
Information Technology Advisory Committee
Minutes from the meeting of November 21, 2016 (12-1:30pm)

Present: Andrew Carlos, Chair (LIB), David Fencsik (At-large), Jiansheng Guo (CLASS, COBRA), Mark Karplus (CSCI, Senate Chair), Rita Liberti (At-large), Jessica Weiss (CLASS, Faculty Development), Roger Wen (Presidential Appointee)

Apologies: Phoebe Kwan (Interim CIO), Jim Mitchell (CEAS, CIC), Pei-Hui Hsu (CBE) Patrick Huang (CSCI)

Visitors: Matt Collins (Associate CIO), Eric Neumann (Director, Academic Technology and User Support, ITS).

Chair called meeting to order at 12:02 pm.

1. Approval of Agenda (M/S/P) Guo/Karplus.

2. Approval of 10/17/16 minutes (M/S/P) Liberti/Karplus with the following amendments:
> 3.A and 5.A, change "Technology Support for Teaching" to "Support for Faculty Teaching"
> 3.B, change "charge" to "Policies and Procedures" [I will also suggest this be added to the agenda.]
> 5.A, end of first paragraph, add "and what changes may be in the works" after "current state of affairs"
> 5.B, last line, add "the Executive Committee and" before "Senate" and change "decision" to "discussion"

3. Reports:
> a. Report of the Chair: None
> b. Report of the CIO: Cancelled

4. Business Items:
> a. Approval of Policies and Procedures. (M/S/P) Karplus/Weiss. Discussion ensued of yearly approval of policies and procedures. Review our policies and procedures on ITAC page and bring to a further meeting. By next meeting committee members are asked to review and bring updates and changes.

> b. Faculty support services in ITS and Online Campus discussion. Discussion ensued about the possibility of forming a subcommittee to pull together information that is needed. Discussion took place about the need for transparency (for faculty) in terms of where services are housed physically and organizationally. It was also noted that it would be good to hear from faculty on this committee to get a sense of faculty needs. By Jan 30 Chair asks

for a high level overview of what's being offered and where on this campus. Collins, Neumann, Wen will work on this summary. Chair will send report prior to meeting so we can discuss at Feb 6 meeting. It was discussed that faculty needs for services include both research related activities and instruction. Chair will share this report with committee members in a Google doc prior to the Feb 6 meeting.

c. Computer refresh draft – continued discussion. Short discussion took place about the refresh program.

d. Google Apps – how's it going? Discussion about Google in-box and the apps that have been "turned on." Discussed were guidelines and procedures for turning on new apps and what approvals are needed to have those apps turned out?

e. New CSUEB website. Feedback and discussion: It was noted that the new "website" is really a new launch page and not really a new website. A wide-ranging discussion ensued about opinions of the new page. Chair will invite Jeff Bliss and David Corral to a future meeting.

f. Adobe renewal/adoption: we have renewed the program, but there are concerns about that adoption given the number of users. It was noted that the University has asked Adobe to work with the campus in helping faculty see how Adobe materials can aid instruction and faculty work more generally. The University has adopted a three year license.

g. VHS retirement: VHS decks are not being made any more so it is time to reach out to those few faculty that are still using material on VHS for instructional purposes and alert them to digitize materials (if copyright is not an issue). It was suggested that a short information sheet, alerting faculty to the phase out be sent to those still using VHS technology. It was suggested that this information sheet provide a firm end date so that users can prepare/plan for the phase out.

5. Adjournment at 1:32pm. (M/S/P) Liberti/Guo

Respectfully submitted,
Rita Liberti (interim to the interim secretary)