

California State University, East Bay
Information Technology Advisory Committee
Minutes from the meeting of April 17, 2017

- Present: Andrew Carlos, Chair (LIB)
Matt Collins (Interim CIO)
David Fencsik (At-large)
Jiansheng Guo (CLASS, COBRA)
Pei-Hui Hsu (CBE)
Patrick Huang (CSCI)
James Mitchell (CEAS, CIC)
Roger Wen (Presidential Appointee)
- Apologies: Mark Karplus (CSCI, Senate Chair)
Rita Liberti (At-large)
Jessica Weiss (CLASS, Faculty Development)
- Visitors: Thomas Dixon (Director, Information Security, ITS)
Eric Neumann (Director, Academic Technology and User Support, ITS)

1. Approval of Agenda: Passed (Mitchell/Carlos)
2. Approval of 4/3/2017 Minutes: Postponed to next meeting
3.
 - a. Report of the Chair: Carlos met with Karplus and discussed him attending an Executive Committee meeting to explain ITAC.
 - b. Report of the CIO:

Collins visited the Bechtel classroom in AE in response to Liberti's request from the 4/3/2017 meeting.

The search committee for a permanent CIO has nearly settled on a list of candidates to invite to campus for interviews. They hope to have a final decision by late May or early June.

4.
 - a. Update on Computer Refresh Policy

The committee discussed whether the refresh policy should go to the Executive Committee or the full Senate. It was decided to send it to ExCom. It is being forwarded to the cabinet.

Fencsik asked about whether the refresh policy covered FERP faculty. Neumann and Collins said that they were seeking data on the number of FERP faculty.

b. Cloud Storage Guidelines

A draft of guidelines for storing information on the cloud was shared with committee members prior to today's meeting.

Dixon attended to explain the issues related to cloud storage, especially in regards to data security. There are three levels of security protection: level 1 covers private data, such as social security numbers; level 2 covers grades and the like; level 3 is public information.

So far, Google is the only cloud service with which CSUEB has made an agreement regarding FERPA-protected data. They are working on one with Dropbox.

It was pointed out that all University email is stored in Google's cloud.

The committee was asked to review the draft and provide comments or questions on the Google Doc by April 24.

c. Panopto Archiving

Panopto is the system used for lecture capture. ITS needs to develop a policy on archiving Panopto data because we cannot keep everything. Currently, many years of videos of entire terms is stored. A backup or restore of the system takes a week. ITS has approached users, most of whom would prefer to keep everything. There does not appear to be much student usage of the information stored on it.

Mitchell suggested that ITS develop a proposal for data storage and bring it to the next meeting. One possibility would be similar to the Blackboard retention policy: keep data for two years, then archive for seven years.

d. Web Policy

The web policy is moving forward. Comments or questions should be directed to David Corral in ITS.

5. Other Business: None

Adjourned. Next meeting on 5/1/2017

Submitted by David Fencsik