CALIFORNIA STATE UNIVERSITY EAST BAY

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# INFORMATION TECHNOLOGY ADVISORY COMMITTEE

November 11,, 2024

**TO:** Members of the Information Technology Advisory Committee (ITAC)
**FROM:** Kim Shima, Secretary, ITAC
**SUBJECT:** ITAC Minutes of Meeting
**MEETING DATE:** Monday, October 28**,** 2024, 12-1:30pm through Zoom

**Attendees:** Sweety Law, Yashica Avhad, Mikahl Banwarth-Kuhn, Stephen Bok, Christina Chin-Newman, Jake Hornsby, Gr Keer, Taejoon Kim, Sara McDaniel, Sarah Nielsen, Manuel Saldanha, Kim Shima

**Absent:** Twinki Mistry, Nidhi Sharma

**Formal excused absence**: Roger Wen

**Guest**: Manpreet Chatha

Meeting began at 12:04 pm
Zoom host: Sweety Law

**Minutes**

1. Land Acknowledgement (short version) - read by Gr Keer
2. Approval of the agenda – motion made by Sarah Nielsen, seconded by Sara McDaniel, passed without dissent
3. Approval of meeting minutes
    a. Approval of amended 10/14/2024 ITAC minutes – Meeting minutes were discussed, with Gr making a modification to their pronoun. Motion made by Stephen Bok, seconded by Manuel Saldanha, approved amended minutes.
4. ITAC chair report
    a. Proposed name changes for standing committee. Contributors were asked to provide a short explanation for their suggested names. Sweety led discussion of the six suggested names. Sarah liked the focus on innovation and education. Jake Hornsby expressed

concern about the term "online education" being too narrow but keeping “education”. Sara noted that the committee's value lies in its instructional lens but questioned whether the term “innovation” may be too broad. Sweety noted accreditation for colleges require currency in the curriculum and tools used to prepare students, such as AACSB requirements for CBE. She added that the United Nations uses the “information, communication, and education” convention in its program and policy work. Christina shared the voting link with options for preferences. Results will be discussed in the next meeting.

b. 24-25 BITAC-1; 24-25 BITAC-2; 24-25 BITAC - 3 (First reading). Sweety presented three documents relating to ITAC committee elevation: a cover letter with the rationale for the elevation, policies and procedures, and changes needed in the bylaws for the Constitution. She mentioned that the documents are not yet finalized and will need to be approved by the committee before presentation to ExCom. Sweety also highlighted the mission and purpose of the ITAC committee, a requirement indicated twice by Ex Com and Senate. Sara noted the need for revisions pending the colleges’ reorganization. Sarah questioned how the duties in the bylaws were not in the policies and procedures. Sweety clarified that the policies and procedures article details the operational side to the duties. Christina suggested making the membership more flexible to accommodate changes pending the college’s reorganization. Sweety also underlined the committee members’ review of the bylaws and the policies and procedures of the committee before presenting to Ex Com and Senate, emphasizing the importance of collaboration and agility.

5. Presidential appointee report
    a. Roger Wen is away on formal leave of absence.
6. CIO report
    a. Jake announced that they are almost finished with their AI websites, which will combine academic administration and provide links to available tools, including what is acceptable use. He plans to send out notifications to faculty and staff soon, with links to Copilot and other tools.
    b. He also mentioned an upcoming executive briefing at Microsoft's Executive Briefing on November 12th, which he would like some members of the Faculty Senate or ITAC to attend. He emphasized the focus on AI and teaching in the briefing. Sweety agreed to let Jake know by the end of the day about their interest in attending the briefing.
    c. Jake confirmed that they are working on cleaning up their Microsoft environment to ensure a smooth transition, with training sessions possibly starting by the end of fall.

Christina requested an update on the Microsoft transition for the ITAC meeting on November 18th, which Jake agreed to.

7. Other business items
    a. AI training proposal: Sweety proposed the development of an information item to promote AI training, specifically the SDSU AI training, for all CSU employees. Sarah agreed and suggested expanding the scope to include other materials on AI and teaching available from the Chancellor's office. Committee members were encouraged to sign up for the SDSU micro credential event on November 8th.
    b. AI Sub-committee: Sarah shared the proposal draft of a proposed special AI sub-committee.
    c. Accessibility compliance by 2026: Sweety proposed the formation of a special subcommittee for accessibility 508 compliance by 2026. Roger has volunteered for this committee. Gene Lim from ITS is also appointed.
    d. Sweety also mentioned the progress of the SDSU student survey, with Gr, Mikahl, and Sara collaborating to work on it. Sweety is working with Yashica and ASI to move it forward.
    e. Faculty advising responsibilities: Jake raised concerns about the consistency and tracking of faculty engagement with students. Sara noted the lack of resources or oversight for graduate instructors. Sweety suggested that a subcommittee should be formed to address these issues and improve the advising system.

8. Adjournment at 1:28 PM