CALIFORNIA STATE UNIVERSITY EAST BAY

ACADEMIC SENATE
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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

TO: Members of the Information Technology Advisory Committee (ITAC)

FROM: Sweety Law, Secretary for this meeting

SUBJECT: ITAC Minutes of Meeting

MEETING DATE: Monday, October 16, 2023, 12-1:30pm through Zoom

ITAC Meeting & Communications Norms: All committee communications will be collegial, respectful, and non-personal. Our communication should be open and full for every member to be able to participate equally.

In attendance: Christina Chin-Newman, Keri O'Neal, Meaghan McCollow, Levent Ertaul, Manuel Saldanha, Sweety Law; Surendra Sarnikar; Taejoon Kim, Xeno Rasmusson (guest). Absent: Gr Keer, Jake Hornsby

AGENDA

1. CNewman, chair, read the land acknowledgement short version
2. Appoint committee secretary [secretary sign up]
3. Appointment of committee chair - TBD after full membership constituted
4. Approval of the agenda – CNewman noted a new item proposed by SLaw, member, regarding using an ai app for taking minutes of meeting. New agenda item supported by Committee. Agenda - Moved/Seconded/Passed.
5. Review of meeting minutes[1]
    a. Draft 10/2/23 ITAC minutes – Pending from Keer
6. ITAC chair report
    a. New member Taejoon Kim from CSCI was welcomed by the Committee
    b. Potential new member Xeno Rasmusson attended today
    c. Policy on Academic Dishonesty
        i. Subcommittee of CIC is working on it. Gr (who is on CIC) was absent today.

[1]

ii. CNewman observed whether renaming the policy to e.g. Academic Integrity might be considered since such student behaviors may not be entirely intentional; some actions may be cultural or from ignorance/naivete.

iii. Generative AI Resources

7. RWen, senior director of the online campus and presidential appointee to the Committee elaborated on a member's earlier suggestion on possibly streamlining need topics-problem areas relating to instruction/student – faculty/administration and IT products and services. E.g. Some students don't know that some Microsoft products are available for free to enrolled students. RWen will take back to IT to explore how to better publicize IT products and services. For the Canvas team, he will remind them to post information again that students have Canvas support 24/7 and can even be reached on the weekend.

8. Business

   a. Draft Guidelines for Decisions About Modality

      i. CIC will discuss whether to work on it or not later today. Should ITAC assist on relevant data analyses?

      ii. CNewman showed Sociology survey results from 2020 and English department data from 2019.

      iii. SLaw, member, proposed that Committee consider looking at more recent data because 2023 student modality preferences is very different from modality preferences in 2019 or 2020.

      iv. LErtaul, member, noted how right now we are working 'on a gut feeling' mode regarding modality. It is a dynamic environment for student learning modality. While student preferences may stabilize in the future but now it is important to examine current data.

      v. CNewman echoed newer data will help us know what students really need help in – CANVAS, or software or something. RWen has some national survey data on student preference for online synchronous or asynchronous education. But what do OUR students want?

      vi. RWen is still working with Institutional Research on Quality Matters (QM) data to better understand how QM certified faculty and course offerings may have better outcomes for student success. Online Campus has been working with QM since 2015. RWen posted link to preliminary

data on chat. He noted some positive QM effects on student outcomes especially on freshmen and some colleges.

vii. Xeno pointed out that CBE shows QM effectiveness increase after QM certification, but there are not many QM courses in CBE. CLASS has a lot more QM classes.

viii. LErtaul observed that COS has largest number of QM courses but QM effectiveness is not encouraging as expected. RWen said that IR is still working(or will work??) on data analyses comparing faculty who completed QM versus who did not do training, significance levels, and why COS is showing different results.

b. Digital gap

i. Any data related to digital gap available that is more recent than 2020?

CNewman said that most of our students are Latinx, and African American students who less likely to have reliable Internet and less likely to have computers

RWen reported that CSUEB still has loaner laptops but no longer hotspots. Other laptops loaned under grants.

LErtaul shared that his department has 40 loaner laptops for last 3-4 years and that was managed by tech support but no more tech support? Do other departments have similar loaner laptop program?

RWen said students can no longer access hotspots in the library since COVID is over. Library closes at 11 PM but students need access even now when there is no longer a pandemic.

c. Notetaking by AI applications

i. SLaw proposed using an ai app for taking minutes of meeting. She said that Zoom is offering an ai tool to capture meeting minutes (an advertisement sent to her). Do we have it? She is an external group that uses a MS ai tool to capture meeting minutes, and it is 75-80% accurate in summarizing information. It is not simply transcribing.

ii. LErtaul shared how last summer , he used Author ai in his Zoom class and after the class meeting, Zoom sent all students the entire recordings with copies to faculty. Faculty has to manually delete emails when students automatically have an ai notetaking service join a Zoom class meeting. Is IT aware? Is there any

discussion to work on this issue including re privacy matter and security of class meetings.

iii. RWen reported that Zoom does add its own tools unknown to CSUEB. And CSUEB has conveyed security and privacy concerns to Zoom.

iv. Regarding adding new tools and new vendors by faculty, those need to pass ICT (Information & Communication Technology) review and faculty require ICT training. RWen posted this ICT training link on the meeting chat box.

v. LErtaul commented on the need to reduce faculty workload; there has been no ICT review in his department for the last 10 years or so

vi. SLaw wondered if Zoom could not add one more feature to its Options choices menu to stop the mass emailing of Reader AI output.

vii. RWen replied that the tool cannot be controlled beyond a certain level. He said that Author ai and Reader ai have not been approved and faculty are encouraged turn off the tool and/or inform IT

viii. SSarnikar suggested that the Committee may 'experiment' with the Zoom ai tool to take minutes of meeting.

d. Canvas

i. CNewman inquired about IT plans to get other plug-ins for CANVAs e.g. chat RWen said there are no plans to add new items because of budget situation. In fact, he is planning to remove a migration tool (no longer needed after transition) in CANVAS.

ii. SSarnikar was curious whether CSUEB is going the Google way or MS way. CNewman said the CIO is open to discussions and this Committee may play a role in this matter.

This is another topic that can benefit from the Committee streamlining a process to help IT issues/decision-making by collecting input and making more informed decisions to benefit all stakeholders.

e. Accessibility

i. SLaw suggested that faculty start the accessibility approval review at least 6 months prior to the start of class. RWen overviewed how it takes time to get approval of privacy- security matters with new vendors.

ii. CNewman conveyed suggestion from CSUEB Diversity Officer for ITAC to consider a policy on equity-social justice etc. in its agenda and decision-making? CNewman requested volunteers to work with her on a sub-committee to draft an outline; MMcCollow and SLaw offered to help CNewman.

f. RWen can submit ICT for Reader ai and the AI Companion

g. MMcCollow proposed if it is possible to reach out to the Sustainability Committee on the water use implications in deciding ai tools and uses. Might the Committee include considering the environment impact – see what collaboration is possible as we discuss further on including ai tools in our instruction and committee meetings.

9. Adjournment of meeting - Moved/Seconded/Passed.