CALIFORNIA STATE UNIVERSITY EAST BAY

ACADEMIC SENATE
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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

April 29, 2024

TO: Members of the Information Technology Advisory Committee (ITAC)
FROM: Sweety Law, Chair, ITAC
SUBJECT: ITAC Agenda
MEETING DATE: Monday, April 29**,** 2024, **12-1:30pm through Zoom**
PLEASE CLICK HERE FOR ZOOM LINK

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.

AGENDA

1. Land Acknowledgement (short version)
2. Approval of the agenda
3. Review of meeting minutes
    a. Draft of 4/8/2024 ITAC minutes - Motion to approve?
4. ITAC chair report
    a. Minutes of Meeting on 4/8 were prepared by Sweety Law and Taejoon Kim with assistance from Otter AI Pilot. Otter AI Pilot (requested by Taejoon Kim) over-rode Zoom AI Companion (used by host-chair); Otter AI recorded only from 12-12:30 PM
    b. Zoom AI meeting app will continue to be tested for this meeting.
    c. April 22 meeting was canceled owing to conflict with the Budget Deep Dive university hour meeting called by President Sandeen on the same date and time. Therefore, our optional April 29th meeting will now convene as a regular meeting.
    d. Prompted by widespread faculty concerns conveyed to ITAC this term about the potential migration from Google Suite to Microsoft Suite, IT conducted an all-employee survey March 19 - March 29, 2024. ITAC also received a memo from COBRA requesting information relating to the prospective change and IT survey; memo forwarded to IT.

e. ITAC Policy and Procedures Task Force met 4/15 (sub-committee: Christina, Sweety, Meaghan, & Ian) - discussed status change proposal approved at last meeting, new name ideas, membership and representation, duties and responsibilities. Work to be continued in Fall 2024
f. Priority response: Risk Management Notification re: AlertMe test on Apr 23, 2024 distributed via many listserv emails.
g. Priority agenda item for fall 2024: Given earthquakes in Taiwan and NY, (and overall climate emergencies), develop ITAC recommendations regarding CSUEB Emergency Response planning - e.g. review and update the plan and document
h. Priority agenda item for fall 2024: CSUEB website has and is capable of more functions than promotions-branding; as such its role and re-design needs further discussion in ITAC

5. CIO report
6. Presidential appointee report
7. Business
    a. IT survey results preview and COBRA April 10 memo response
    b. Debrief: Notification re: AlertMe test on April 23
    c. Proposal to make ITAC a standing committee - Proposal passed (YES:8; Abstain:2;Absent:2). Name change ideas invited - email me or post to topics placeholder.
    d. Proposed ITAC comments period and survey of all faculty to run (tentative) during October, 2024.
    e. Prioritizing topics for ITAC for the year - Here's the placeholder to add your ideas
    f. From the floor

8. Adjournment