



INFORMATION TECHNOLOGY ADVISORY COMMITTEE

April 8, 2024

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

FROM: Sweety Law, Chair, ITAC

SUBJECT: ITAC Agenda

MEETING DATE: Monday, April 8, 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 [3/18/2024 ITAC minutes](#) - Motion to approve?
4. ITAC chair report
 - a. Zoom AI meeting recorder will be tested for this meeting; need volunteer human meeting secretary of record as Meaghan is away.
 - b. 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.
 - c. Since last Fall 2023, ITAC intermittently discussed the need for research to make instruction-and learning IT selection and purchase decisions.
 - d. During March 4 & March 18 meetings, ITAC discussed opening a comments period and survey of all faculty to better understand our faculty needs, prompted by widespread concerns conveyed to ITAC about the potential migration from Google Suite to Microsoft Suite.

- e. At our last March 18 meeting, IT informed ITAC they were conducting a survey that week. Distributed thru the Office of Administration and Finance, the survey closed on Friday **Mar 29, 2024**.
- f. Given that some faculty did not receive the survey even after first round glitches were corrected, ITAC's Research Working Group met on 3/25 and decided to help distribute the survey to all faculty via [memo request](#) to Academic Senate.
- g. Next Monday 3/15 ITAC Policy and Procedures Working Group will meet (sub-committee: Christina, Sweety, Meaghan, & Ian)
- h. Priority: Given earthquakes in Taiwan and NY, (and overall unusual climate patterns), develop ITAC recommendations regarding CSUEB Emergency Response planning - e.g. review and update the plan and document
- i. Priority: 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. Early data analytics insights from the IT survey that closed on March 29?
 - b. EU anti-trust suit against Microsoft leading to unbundling of Teams from Office Suite
 - c. ITAC comments period and survey of all faculty to run (tentative) during September, 2024.
 - d. Proposal to make ITAC a standing committee - Motion to approve?
 - e. Prioritizing [topics for ITAC](#) for the year - Here's the placeholder to add your ideas
 - f. From the floor
8. Adjournment