CALIFORNIA STATE UNIVERSITY EAST BAY

ACADEMIC SENATE
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INFORMATION TECHNOLOGY ADVISORY COMMITTEE

Thursday, October 22, 2019

TO: Members of the Information Technology Advisory Committee (ITAC)
FROM: Sanjay Marwah, Chair, ITAC
SUBJECT: ITAC minutes
MEETING DATE: Monday, October 21, 2019, 12-1:30 pm LI 2258)

APPROVED MINUTES

Meeting called to order at 12:00pm

Members Present: Sanjay Marwah, Manuel Saldhana, Roger Wan, Peng Xie, Michael Lee, Murray Horne, Eric Neumann, Ayona Chatterjee (on Zoom), Fadi Castronovo (on Zoom) Jake Hornsy (on Zoom, joined at 12:30pm), Andrew Carlos (on Zoom), Jessica Weiss (on Zoom).

1. Approval of the agenda

   The agenda was unanimously approved without any changes.
2. Approval of the 10/7/19 minutes

   The minutes were unanimously approved without any changes.
3. Reports:
   a. Report of the Chair from last year.

      Andrew, the chair from last year is currently working on summarizing the committee's work from last year. He will share with the committee's suggestions on listservs. He also mentioned that no decision was made about classroom capture equipment and what is currently being used will be continued. This may continue to be an issue but the scope of the issue is not clear.

      Michael requested the past chair to provide a short report in memo form of the work the committee did last year.

b. Report of the Chief Information Officer

CIO not present for unknown reasons and Eric cannot speak on his behalf about all ITS items. Eric was invited and attended meetings last year and would be happy to serve if asked this year. Subsequently, Jake Hornsby joined the meeting after attending a cabinet meeting from which he shared slides from (see 4. Business, letter b). A report from the CIO from last year is not available at this time.

4. Business:

a. Reviewed ITAC policies and procedures document for meeting discussion

There was some discussion regarding the language in the document in Section I, Article 2 regarding communication. It was noted by Michael that this is standard and sufficiently general language and no change was decided on.

Given that the committee allows members to attend meetings remotely through Zoom, there was a discussion between members to create rules regarding voting. Votes have to be live and every member of the committee has to vote through a paper ballot if a request is made by any member. The chair and secretary would need to decide how they would ensure that voting is anonymous. Given that ITAC is focused on technology, attendance of meetings as semi-remote has been acceptable. If this is ultimately decided to be codified, this would be a first for any committee. For facilitation of anonymous voting, Fadi suggested Slack as a possible platform.

The current policy states that any Faculty member missing more than 3 meetings without a reason can be asked to resign. There was discussion on extending this policy to all members of the committee as we do not have a system for non-Faculty members. The main mechanism may be to add language that 3 or more meetings without explanation will be reported to their immediate supervisor.

Communication (including outside of meetings and emails) between all members has not started well and needs to be addressed. Jesscia suggested setting some basic expectations. Since the chair has the power to create norms as well as the conduct with any committee work, it was decided that the chair, Sanjay will take the lead and draft some norms regarding this issue and share with the committee at a future date. Andrew suggested that these norms can be included in the agenda for every meeting rather and a change to the policy and procedures document. This idea seemed agreeable to most.

Ayona provided input from COBRA members regarding the need to include faculty feedback in decisions that affect faculty workflow. Eric spoke about a similar initiative.

ADOBE licensing and two-step authentication are examples that ITAC could facilitate with and be a critical channel as Jake indicates.

It was agreed that the committee is a facilitator between ITS and faculty and should also share new ideas from ITS with the rest of the faculty. ITAC is the first line of communication that issues are discussed, feedback provided to the larger Senate, use ITAC to be used to facilitate communication between Faculty and ITS, discuss Cabinet discussions and their implications, and provide valuable feedback. ITAC could be a focus group.

Roger pointed out that we are still in need of ASI members and Michael has been asking ASI to appoint a representative for the committee.

b. CIO and ITS items for council consideration

The CIO joined the conversation and Eric's nomination to the committee was confirmed by him.

Jake also shared a presentation on the ideas he is currently working on such as Cloud RFP, Integration RFP, Data Lake, IT Classification. The Data Lake will also us to procure student performance data for further analysis and also compare between campuses.

The CIO mentioned that on a campus level, he is working on fixing unnecessary costs and other legacy problems. Integration between modern tools and CSUEB software. Common API tool (share recipes) saves a lot of time and the need to procure. He also asked the committee for help in rumor control about . Jake also mentioned about cloud migration and its advantages and disadvantages. The potential for access and sharing of data across all CSU campuses to specific populations is significant. According to Jake, San Diego State not using PeopleSoft but will do so. He thinks PeopleSoft will be dead in ten years. Initiative to reduce dependencies on PeopleSoft. From an advising perspective, Sanjay brought up concerns about advising data. Focusing on moving away from PeopleSoft. Still support but move away from training and lack of staff. Michael brought up end-user concerns with still relying on ITS expertise on technology. Moving assets to Amazon, stuck with OnBase for example. Michael raised if we are more vulnerable to Amazon. Changes and training are going to be needed according to the CIO.

Roger mentioned migration of Lecturer Personal Action Folder (PAF) to Onbase. This is an initiative from the provost office to digitize PAF. It was noted by Michael that faculty was not made aware of this digitization before its implementation. This should be added to a future agenda. Jake stated that this is not as important as not centered on student

success. Mindful of impacts to our campus play out, this is the charge of the committee. ITAC needs to be aware of these and discussed and communicated as necessary.
ITAC would like to be made aware of any projects from ITS that can change workflow or affect faculty. ITAC can serve as the filtration for such information dissemination.
The purpose of ITAC is not to impede ITAC and work for workflow and student success. However, changes in grievance procedures, personnel or contracts as well as workflow need to discussed in ITAC. This may ultimately be delegated to other committees.

c. Campus Listservs: Review, management, and protocols

   The CIO can provide a list of all groups on campus. Jake said that there are zero listservs but Google groups. This may not be true. Have knowledge about the main ones. Jake said rules and governance are determined and established and that the majority of these groups are ungoverned. One important issue (and charge from ITAC last year) where Faculty needs to join or is joined by default. Michael mentioned that there are two populations, official and not-official. Jake says ones that they control are small. ITAC is concerned that someone has control over it. Jake stated that this is Faculty controlled? He will double check. Ultimately, who is responsible is critical to establish (validation and auditing of membership). We should have this conversation on a regular basis on the committee. The boundaries have to be established. However this topic will be moved to a future meeting for further discussion once we have the report from last year. Information is also needed on who maintains lists and what lists should have required memberships.

d. Campus Physical Accessibility: Development of plan and coordination for rapid response and emergency situations

   Given the anticipated disruptions due to construction on campus, there is a need to have a system in place to deal with accessibility issues. May require student services, ITS and faculty to work together to solve these issues. Technology such as Zoom and electronic capture are available through ITS currently. Faculty could choose to put weight behind projects that would need funding to address such situations.

e. Transition to Old and New BaySync: Status & Forward Implications

   Moved to future meeting.

5. Adjournment

   Motion to adjourn by Sanjay, Micheal second. Meeting adjourned at 1:30p.m.