
INFORMATION TECHNOLOGY COMMITTEE

March 16, 2026

TO: Members of the Information Technology Committee (ITC)
FROM: Patrick Fleming, Ad Hoc Secretary
SUBJECT: ITC Minutes of Meeting
MEETING DATE: Monday, March 16, 2026, 2:00 - 4:00 PM through Zoom

Present: Jaesung An, Jeffra Bussmann, Manpreet Chatha, Patrick Fleming, Taejoon Kim, Dawna Komorosky, Sweety Law, Dan LeGate, Gene Lim, Sarah Nielsen, Kim Shima.

Meeting called to order at 2:08

All votes were unanimous, unless otherwise noted.

1. Land Acknowledgement ([short version](#)) - Read by Dan LeGate
2. Approval of the agenda (**M:** Fleming, **S:** Nielsen, LeGate, **Pass**)
3. Acknowledgement of meeting secretary and AI use and review by human secretary (see [sign up](#)). Fleming Volunteered.
4. Approval of Minutes of Meeting – [March 2, 2026](#) (**M:** Shima **S:** Nielsen **Pass** – one abstention)
5. Dan LeGate report (SBRN meeting at 2:30 PM)
 - Dan LeGate provided [a presentation](#) outlining policy frameworks and actionable requirements for ethical AI use on campus. It was based on the information gathered at Fall 2025 town halls to gather campus input for CSUEB-focused AI guidelines.
 - Sweety Law clarified the role of the town halls, that what is presented is a foundational framework and will evolve with advancements in AI. Law shared that we will develop formal policy statement based on this framework, and will build out the AI website.
6. ITC chair report (Sweety Law)
 - ExCom approved the second at-large staff member.
 - Sarah Nielsen has drafted a Policy & Procedures revision, which we will review.
 - Manpreet has helped to compile Faculty technical issues for ITS; members may inform faculty their technical issues are being addressed and to report
 - Sweety Law reached out to COBRA and was invited /spoke to CAPR on ITC recommendations relating to WSCUC Review.

- Dan is working on the website for AI. We need a standing team to oversee and contribute – especially relating to student and faculty facing information.
 - SF State and others have updated their AI websites already.
7. Deputy Network CIO report (Gene Lim)
- CSUEB is set to transition expense report system from Certify to Concur. Concur should be a better and easier interface. Will provide new P2P link.
 - Starting to test the shared drive migration of Senate drives. Working on a trial on select sub-folders with Senate secretary Michael Rowley on this.
 - Question relay via Sweetly Law: How can faculty turn off Copilot? A: IT is looking at it. There are both Windows and Web-based access vectors, and the Web-based methods cannot be blocked.
 - Question relay-follow-up: Can the MS 365, Lucid be made available? A: Will investigate
 - Question on Emeriti Faculty email access. A: Emeriti Faculty have been migrated two weeks ago. Looking into additional accounts, based on activity. Follow up: should faculty with issues go to the Tech Lounge? A: yes.
8. Business
- a. 25-26 ITC 2: P&P Membership Change - [Draft proposal](#) (**Move to Approve: Nielsen S: LeGate Pass**)
Discussion: Jeffra Bussmann: In favor of adding staff to committee
 - b. Collaboration with CAPR - [5-Yr Review Draft](#) (ITC members to review over spring break to offer ITC comments)
 - c. Prioritize recommendations - follow-up to [ITC response-suggestions re: WASC](#) review
- Presuming inclusion of the budget component that was requested by WSCUC, how might this document be strengthened in a policy proposal outcome? How might ITC collaborate with CAPR on this document?
 - Discussion: Need to focus on a common set of metrics. We are reporting on Program data, but WASC is looking at Concentration data. Do we have a policy document defining a Concentration? Program? Major?
 - <http://data.csueastbay.edu> provides data by degree, but not concentration.
This may create an issue with WASC – whose review recommended CSUEB to ‘redevelop’ academic program review. This has also presented significant challenges to faculty performing and participating in academic program reviews as well as faculty tasked to prepare or participate in strategic planning.
 - Might ITC initiate an AS Resolution on Concentration Definition? [CalPoly example](#)
 - Nielsen pointed out that 50% max rule is a CSU-wide rule. Program is defined by Ed code, but also by the catalog.
 - Law proposed that we develop a policy to define what is a concentration/major, and that be used for reviews.
 - Fleming pointed out that it will be difficult to separate concentrations for budget discussion due to extensive overlap.

- Bussmann asked for clarification: should the committee define these things? Or is that outside the purview of ITC?
 - To review current use and define a concentration within ITC's charge is to ensure data accuracy.
 - Kim spoke to how faculty are by Department. Important metrics include enrollment, concentration, and graduation rate. Also, tracking faculty by department, which may not map to programs.
 - Komorosky commented that we might need some joint meeting/discussion in order to avoid overstepping boundaries. Nielsen echoed what Dawna Komorosky said.
 - What we need to know is the number of graduates in each concentration. Not just overall enrollment on census day. Retention and graduates in each concentration data are important to factor into strategic planning and budgeting.
 - <https://dw.csueastbay.edu/Reports> (requires access request), which is different from <https://data.csueastbay.edu>.
 - We should review CAPR's five-year review draft over Spring Break.
 - C. Re: new purchase requests: Gene explained that the security and accessibility review process would remain the same but be integrated into the P2P platform, which will be standardized across all three campuses.
 - d. Serving students and faculty during as well as after business hours and weekends.
 - Gene: Looking for better ways to support evening and online courses, especially extending IT hours. Discussion with the Provost has begun. We are second largest presence in the CSU system for online education.
 - e. Increased client server storage needs – need recommendation?
 - Each faculty has 100 GB of storage. Do we need more? Some projects are data heavy (such as video projects) and Canvas may not provide the appropriate platform for storage.
 - Discussion with Provost on separating data usage, to separate personal data, course data, and research data. What does Group Storage look like? Storage needs are being discussed.
 - f. To faculty queries whether Copilot may be turned off for some apps and not run across all apps, Gene explained that Copilot uses ChatGPT 5 currently.
9. From the floor
10. Adjournment

Meeting adjourned at 3:33

Minutes respectfully submitted by Patrick Fleming.