



INFORMATION TECHNOLOGY ADVISORY COMMITTEE

November 20, 2024

TO: Members of the Information Technology Advisory Committee (ITAC)
FROM: Kim Shima, Secretary, ITAC
SUBJECT: ITAC Minutes of Meeting
MEETING DATE: Monday, November 18, 2024, 12-1:30pm through Zoom

Attendees: Christina Chin-Newman, Sweety Law, Kim Shima, Gr Keer, Jake Hornsby, Manuel Saldanha, Mikahl Banwarth-Kuhn, Yashica Avhad, Sara McDaniel (Fall 2024), Sarah Nielsen, Stephen Bok (Fall 2024), Roger Wen, Taejoon Kim

Absent: Nidhi Sharma

Guests: See Appendix

Meeting began at 12:02 pm

Zoom host: Sweety Law

Minutes

1. [Land Acknowledgement](#) (short version) - read by Christina Chin-Newman
2. Approval of the [agenda](#) – motion made by Sarah Nielsen, seconded by Sara McDaniel, passed without dissent
3. Approval of meeting minutes
 - a. Approval of amended [10/28/2024 ITAC minutes](#) – motion made by Sara McDaniel, seconded by Stephen Bok, approved unanimously.
4. From CIO
 - a. Jake Hornsby introduced Monica del Rosario and Karam Tasco from Microsoft, who presented an overview of MS 365 and Co-Pilot. The discussion was aimed at preparing faculty and other CSUEB members for the formal adoption of the new technology. The

meeting was also intended to address any concerns or questions about the transition to Microsoft 365. Gene Lim will be the primary ITAC contact going forward.

b. Microsoft 365 (M365) Collaboration and Integration

- i. Karam discussed the changing workplace landscape and the benefits of M365 in terms of collaboration. Karam also demonstrated how M365 allows for real-time collaboration, including simultaneous editing, and how it can be accessed from anywhere from the browser. He emphasized that M365 offers a suite of secure and compliant apps usable on a MAC book, and that it supports collaboration tools, which can be used real-time in the classroom.
- ii. He clarified that while M365 can integrate with YouTube, it does not require a move from YouTube to Microsoft Stream. Jake discussed a future academic hub in parallel with M365 which will allow users to store various content. Karam and Jake will follow up on concerns about the impacts of moving from Gmail to Outlook on YouTube access and storage.

c. AI Integration and Microsoft Transition

- i. Karam discussed the integration of AI into various Microsoft 365 applications, emphasizing its potential to enhance productivity. He emphasized that using MS CoPilot provides the security that prompts and responses will not be used to train the large language models. If using Windows, Copilot can be accessed in the Taskbar and in the Edge browser.
- ii. Karam explained Microsoft Graph, a tool that allows for the quick analysis and summarization of data from various sources, including SharePoint. He demonstrated how this tool can be used to create presentations from spreadsheets, saving time and effort.
- iii. Karam explained the use of CoPilot for Administration and Faculty. He also demonstrated the use of Microsoft 365 tools like Forms and Teams, showing how Copilot can assist in creating forms, summarizing meetings, and managing action items. The discussion ended with a commitment to provide video tutorials and training on the new tools.

d. AI Tools and Academic Responsibility and Transition timeline

- i. Potential use of AI tools by students and faculty at the university. Gwyn Rhabyt expressed skepticism about the use of AI, particularly in the context of student use, and a desire for more examples of student use of the new tools. Jake explained that while Copilot cannot be disabled for students, the university aims

to provide guidance to faculty and students on its appropriate use. Jake clarified that while students would not have access to the full Copilot, they would have access to all other tools and could use them to collaborate. Karam agreed to ensure that future discussions include specific student use cases.

- ii. Several attendees asked questions about the implementation timeline. Jake mentioned that the transition would not be abrupt, with Google remaining active while both systems functioned together. Jake encouraged the team to explore the new tools and share their experiences. Overall, the university acknowledges the need for additional sessions to address concerns and provide comprehensive guidance on leveraging AI responsibly in academics.

5. ITAC chair report – deferred until next meeting

6. Presidential appointee report – deferred until next meeting

7. Business

- a. Gratitude and Future Meeting Plans

- i. Sweety thanked Jake for organizing the session; and Karam and Monica for their presentation. She also expressed gratitude to Jake for his service to Cal State East Bay, noting his significant contributions to the ITAC committee.
- ii. Sweety proposed sending out an email to determine if a December 2nd meeting was necessary, given the faculty's busy schedules with finals and grading.

- b. LMS Subcommittee - membership and AI guidelines for students

- i. Sweety will reach out to Heather Gardley for further discussions on AI guidelines for students.

- c. Accessibility compliance by 2026 Special sub-committee

- i. Sweety mentioned that Roger Wen is working on a website.

- d. Other business items will be deferred until next meeting

8. Adjournment at 1:37 PM

APPENDIX: Guest list

Guest list (participants per Zoom report)

1. Monique Cornelius
2. Thomas Dixon
3. Gwyan Rhabyt Chair of Art (he/him)
4. Gene Lim (CSUEB)
5. Lisa Gonzalez
6. Kristin Hart
7. 1.21E+10
8. Chandra Khan
9. Sophie Rollins
10. Kelley Ramos
11. Karam Tascoe
12. Angela Salinas
13. Twinki Mistry (CSUEB)
14. Murray Horne
15. Joshua Kerr (he/him)
16. Roz McCall OFD
17. Li-Ling Chen, TED
18. modelros
19. June Calub
20. Teresa Walker
21. Aurora
22. Julie Mielke Catalog/Curriculum
23. Ching-Lih Jan
24. Tom Poon (East Bay)
25. David E. Fraser, Ed.D.
26. Mary
27. Lori Felton
28. Karina Mendez
29. Maria
30. Sarah McKinney(She/Her)
31. Ethel Nicdao (she/her)
32. Shara Cheng
33. Clarissa Hernandez-Navarro
34. Sarah Taylor
35. Tiffany Ramoneda
36. Bill Irwin (he/him)
37. Erick Kong
38. Dong-Won Choi
39. Dal Moon (he/him)
40. David Fencsik (he/him)
41. Linda Dobb
42. Eun Rhee (she/her)
43. Heather Ripley, CalStateEastBay
44. Silvina Ituarte (she/her/ella)
45. Maria/MSN Program
46. Jeffra (she/her) Bussmann
47. Stacy Sahagun
48. Derek Aitken
49. Kris (she/her) Wedding Crowell
50. Jamane Joseph
51. Dr. Michael Moon
52. Angie Alvarado
53. Cheryl Saelee
54. Mark Vidal
55. John Wenzler
56. Mariana Guzzardo, CSUEB
57. Veronica Salvador
58. Jacqueline Perez