



INFORMATION TECHNOLOGY ADVISORY COMMITTEE

March 13, 2024

TO: Members of the Information Technology Advisory Committee (ITAC)
FROM: Sweety Law, Chair, ITAC
SUBJECT: ITAC Agenda
MEETING DATE: Monday, March 18, 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 2/19/24 ITAC minutes](#) - Motion to approve?
 - b. [Draft of 3/4/2024 ITAC minutes](#) - Motion to approve?
4. ITAC chair report
 - a. Zoom AI meeting recorder will be tested for this meeting; Meaghan to continue as human meeting secretary of record.
 - b. Our April meeting dates are April 8th and 22nd. Given that we missed one meeting due to the CFA strike, potential 3rd meeting date?
 - c. Since our last meeting on March 4, faculty have written at length expressing their concerns and questions about the migration from Google to Microsoft. In addition to compiling faculty messages, ITAC to open a comments period and survey all faculty to better understand our faculty needs between (tentative) March 20 - April 14, 2024.
 - d. ITAC [policies and procedures](#) - (sub-committee formed- Christina, Sweety, Meaghan, & Ian)

- e. ITAC recommendations regarding CSUEB Emergency Response planning - e.g. Review and update the plan and document
 - f. Guest speaker: Josh Russell (update on website from University Communications Office)
 - Time certain 12:30 PM
- 5. CIO report
- 6. Presidential appointee report
- 7. Business
 - a. Debrief on guest presentation
 - b. ITAC comments period and survey of all faculty to run from (tentative) March 20 thru April 14, 2024. Sub-committee - Sweetie, Christina, Surendra, Jake, volunteers?
 - c. Proposal to make ITAC a standing committee - Motion to approve?
 - d. Revising [ITAC Policies and Procedures](#) - In-progress, premises?
 - i. Draft [revised ITAC duties](#) - In-progress, premise?
 - e. Prioritizing [topics for ITAC](#) for the year - Here's the placeholder to add your ideas
 - f. From the floor
- 8. Adjournment