# ACADEMIC INFORMATION TECHNOLOGY COMMITTEE

AITC
Friday, September 19, 2014
12:00-1:00 p.m.
Sacramento Hall Room 275
Approved: October 3, 2014

**MINUTES**

**Members Present:**     Sylvester Bowie,  Debra Brady, Rachel Clarke, Ronald Coleman, Dennis Dahlquist, Jonathan Kaplan, Christine Miller, David Moore, Mary Reddick, Mark Rodriguez, Lynn Tashiro, Mike Wimple

**Also Present:**        Larry Gilbert, Kathy Garcia

1. Agenda  modified to add brief discussion of membership and charge-of-committee, Approved

2.  Minutes of May 16 approved

3. Kathy Garcia informed us that at our next meeting we should review the membership and charge of this committee to ensure that it is up-to-date

4. Introductions

    Individuals briefly introduced themselves. There are some returning members and many new ones.

5. Election of Chair

    The past chair asked Kathy Garcia to run the election for Chair.  NOTE:  In the future this election will be held in the spring to put the Chair in place for the coming fall.

    Ron Coleman was re-elected as AITC Chair for Fall 2014 through Spring 2015.

    The body decided that we may elect a Vice-Chair in the future, if we feel it beneficial.

6. IRT Re-organization

    Larry Gilbert had been invited by the Chair to present a brief overview of the many changes at IRT. Notably, Doug Jackson and Helen Norris have left.  Christine Miller has been hired as Associate Chief Information Officer (ACIO).  Given her interests and background in instructional technology and student success and in data warehousing, the duties and reporting structure of IRT was changed.  The new organization chart will be available from Larry Gilbert, but in essence Christine will be overseeing Web Services, Student Technology Center, Tech Learning Center, Classroom & Computer Labs & Learning Spaces, CMS, Business Services, Data Warehouse, Data Analysis and Workflow.  These are many of the areas that frequently interact with the AITC.  As such, she will represent IRT at AITC.

In addition, Mark Rodriguez is the new administrator of Academic Technology and Creative Services, another area with frequent contact with AITC. Note: JP Bayard (the former Director of ATCS) is now working for the Chancellor's office on systemwide issues, though he is physically on CSUS campus.

A key issue in the future will be clarifying the interwoven and overlapping responsibilities of IRT and ATCS.

7. President's Written Response to proposed Computer Lab Use Policy

See letter from President Gonzalez to Janet Hecsh, Chair of Faculty Senate

We were thanked for identifying an important issue and he is asking the Provost and CIO to follow up by gathering data (a survey) and then working with all interested bodies including AITC "to develop practices and policies needed to better balance and fulfill student and faculty needs for computer lab space."

Larry Gilbert had been asked to provide an update to this situation.

Key points:
1. students are using the labs heavily and demand keeps increasing. While students may have personal laptops, they may choose not to bring them to campus (weight, fear of theft), and they often do not have expensive software.
2. IRT manages about 700 "lab seats" of which 150 are laptop seats. There are over 2200 other seats managed by other colleges and departments, meaning that solving the demand issue requires coordinated holistic planning and action: this is not simply an IRT problem to solve.
3. The survey was done. He will forward the results. Faculty demand to use labs is there, but not as large as some thought, demand for testing was present but not overwhelming. There were few complaints about access for testing.
4. We need much better data on computer lab utilization. We have such data on at most 25-30% of the labs.

Other members suggested some potential issues/resolutions: open source software, mobile apps, virtualization. Apparently many vendors are resistant or simply will not allow virtualizaton. Licensing is complex and expensive.

Lynn T. mentioned that we have similar issues to think about with the Collaborative Classrooms, i.e., very limited supply. There is demand but the issue is whether those using the classrooms really need the technology or just the collaborative space.

8. Social Media Guidelines

We have come to the conclusion that, given the outcome of our attempts to devise and implement a Computer Lab Use Policy, namely that policy making is a long and slow process, and involves intricate relationships with other policies, we will probably be better served to produce Social Media Guidelines rather than an official Policy. These do not have the

enforcement status of a policy, but they might better serve our intended purpose, namely to guide student (and faculty) behavior to avoid problems.

We quickly talked about these.  We have a substantial draft of these guidelines that hopefully can be perfected in the near future and presented to the Faculty Senate.

9. Future Planning

There are several issues on the immediate horizon.  Members were encouraged to think of others and to bring those to the attention of the AITC.

   a.  Social Media Guidelines (see above)
   b.  Security tips information guidelines, e.g., electronic wallets for passwords
   c.  Web presence
       Cumulatively the Sac State web presence is sub-standard.  People cannot find the information that they need. This will require effort at many levels (better searching software but also better and current content provided by faculty, staff, etc.).  The WCM (Web Content Management) system makes this much easier.  It will likely require some sort of grass-roots effort, possibly with incentives.  Lynn Tashiro pointed out that the CTL is ideally positioned to assist.

10.  Next Meeting
       Next meeting will be Oct 3, 12- 1 pm, SAC 275