ACADEMIC INFORMATION TECHNOLOGY COMMITTEE

AITC
Friday, November 15, 2013
12:00-1:30 p.m.
Sacramento Hall Room 275
Approved December 6, 2013

MINUTES

Members Present: Jean-Pierre Bayard, Debra Brady, Ronald Coleman, Dennis Dahlquist, Tim Ford, Carolyn Gibbs, Larry Gilbert, Janet Hecsh, Dianne Hyson, Doug Jackson, Elisabeth Liles, Mary Reddick, Melissa Repa, Mike Wimple

1. Volunteer to take minutes/notes
    a. Liles

2. Approved Minutes: November 1, 2013

3. Agenda Approved

4. Open Forum
    a. Bayard sent notice to chairs regarding the spring e-Learning Academy focused on hybrid courses
        i. Academic Technology & Creative Services (ATCS) is developing an online e-Learning Academy for online courses
    b. Gibbs has returned to AITC as the Center for Teaching & Learning (CTL) representative
    c. The IRT forum was held last week
    d. Bayard provided Hoover Commission Report
    e. Cal State Online
        i. Gilbert stated that even though it was initially set up as an independent program, it is now available for free for any online course for any campus
            1. For example, CSUS can offer our own online courses for our matriculating students using this system
    f. Deadline for IRT projects is before the end of the calendar year

5. Scheduling of Computer Labs – Draft 12
    a. Brady agreed to change "Instructional" to "Informational" when discussing IRT in the footnotes
    b. Discussed that a framework was provided with footnotes
        i. Defined elements without getting bogged down in the definitions within the policy
    c. Gilbert raised question about if we should be making recommendations for certain entities to do things
        i. Coleman collaborated with Hecsh, who said it is within AITC's role to make these suggestions, and then the President can make changes if desired
        ii. Brady stated that specific helps create accountability
    d. Revised item I.b to read: "Increase faculty access to University Computer Labs during high use times (midterms and finals week) for online proctored testing. Students will be…"

e. Gilbert raised question about items I.a and I.f, which only discuss university labs
   i. Considered if this language is limiting, but the committee determined it is not because it ensures that at least one lab will be available for students, which is not currently the practice; therefore, the language addresses the current problem
f. Item II.a was revised to state "Academic Affairs Information Technology Advisory Group" ("Advisory Group" was missing from the document)
g. Hecsh proposed agreeing on a general outline to move forward with the policy without needing to discuss every detail, understanding that it may return to AITC with recommendations for fine-tuning from the Executive Committee
h. Gibbs moved to a vote
   i. AITC voted to move the policy forward to the Executive Committee

6. Appointment to LSAW
   a. Brady and Dalhquist agreed to be recommended to serve as the AITC representative

7. Adobe Suite
   a. Gilbert sent FAQ to AITC members
   b. CSUS never had a university license for Adobe for faculty, but it was always available in the labs for student use
      i. Some faculty did receive use, and when they needed to upgrade, they were surprised when they were told they would need to pay for the license
         1. When there was some funding, a group of faculty did receive a free license for Dreamweaver, Acrobat Pro, and PhotoShop
   c. The cost of each license is $35/year, so now each faculty member must convince his/her department that he/she needs to license in order to receive it
      i. Adobe will only make the Suite available on an annual renewal basis because it is for a cloud subscription
      ii. Gibbs stated that the Adobe Suite is a normal part of preparing courses, and so faculty should be able to access it without needing to defend their reasoning
      iii. It was discussed that if the intent behind this practice is that it should not be difficult for faculty to access Adobe Suite, then departments need to be informed of this
         1. Currently, some faculty are finding it difficult in needing to prove their need for the software
      iv. Dahlquist stated that faculty also need to know that they need to order Acrobat Pro on its own, and that it is not part of the Adobe Suite
      v. There needs to be some agreement for how software is paid for and who has access to it
         1. Adobe requires that faculty will be using the software for work purposes only
            a. Gibbs stated that anyone who really needs the software should be able to access it
            b. Dahlquist stated that everyone should have access to Acrobat Pro
      vi. It was noted that faculty can continue to use old copies
      vii. It was stated that no one on AITC is against the practice of needing to request the software, but there are issues with how someone can access it
      viii. Bayard asked if faculty can purchase the software on their own at the Hornet Bookstore for the discounted price

1. Adobe is concerned about this because most faculty could choose this option and then it would not be cost-productive to have a workplace deal with the campus
2. It was stated that this would provide faculty with another route rather than having to write a proposal to get the software, but it only solves the issue of who is using the software and not who is paying for it
3. Gilbert stated that he will recommend this to the Provost
ix. Hyson stated that Deans need to be educated so they understand the value of paying for the software so that faculty request are not denied
x. Reddick recommended allowing faculty to appeal decisions if denied access

8. Emeritus Faculty Access
   a. Raised as an agenda item at the Executive Committee
      i. Referred to Faculty Policy Committee
         1. The current policy is old (2002) and doesn't discuss access to IT resources
            a. It needs to be reviewed in light of current issues (e.g., licensing)
         2. No longer task for AITC to work on

9. Social Media Responsible Use Policy
   a. Coleman raised the issue with colleagues, and they were not necessarily on board with the idea of adopting a policy
      i. There are people who do not think a policy is needed
   b. Gibbs stated that it is important to include ASI in developing a policy
   c. Brady will send out a copy of Nursing's policy
   d. AITC has the intent of creating one university policy, rather than having multiple policies across campus
   e. CSU just came out with reasonable use policy that discusses data security, etc.
   f. Survey data is available that discusses how many students use social media
   g. A student use policy does exist
   h. Liles will bring back the information that currently exists for discussion at our next meeting

10. WPAF Documents
    a. Bayard stated that there is an ongoing discussion regarding the development of an electronic filing process
       i. Privacy issues need to be discussed
       ii. Department would elect to use electronic filing or not, but it would not be required
       iii. Other campuses outside CSU are already implementing this

11. Next Meeting
    a. Friday, December 6, 12:00-1:30p.m., Sacramento Hall Room 275