

MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY
OF THE ACADEMIC SENATE
CALIFORNIA STATE UNIVERSITY, FRESNO
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March 06, 2017

Members Present: R. Amarasinghe, M. Bach, O. Benavides, J. Michael
(Technology Services – ex-officio), A. Nambiar, O. Leon
(CIO), G. Hunt (ITL)

Members Excused: B. Auernheimer, A. Espana-Najera, A. Iriberry, Y. Kim,
N. Stevens (ASI Representative), Kevin Ayotte (Senate
Chair), T. Siechert, D. Nef, J. Beynon, M. Pronovost
(DISCOVERe)

Guest:

Meeting called to order at 1.04pm by O. Benavides

1. Agenda: MSC to approve the Agenda of March 06, 2017
2. Minutes: MSC to approve the Minutes for December 12, 2016
3. Communication and Announcements
 - a. AIT Standing Committee Fall 17 - O Benavides submitted a proposal to the Executive Senate mentioning that technology demands more attention. Executive Senate approved it and it will be moved to the Senate floor. This implies that the Chair will get a 3-unit release time. Membership will be by election. Ex-officio members will continue to be on the committee. Faculty members will have to be elected.
4. FLP Update - G Hunt
 - A packet will go to the Deans, Associate Deans and the liaisons about the guidelines, return policy, damage and repair policy, choices available, eligibility, etc.
 - O Benavides inquired why the choice is only for 13".
 - G Hunt mentioned that the FLP committee made the decision based on costs and other factors.

- O Leon mentioned that faculty in Athletics and Library do not come under FLP. Athletics faculty are on a year-to-year contract and not guaranteed 30 units a year, Coaching staff and faculty in Athletics have another program which is similar to FLP.
- R Amarasinghe inquired about full-time faculty.
 - G Hunt clarified that faculty entitled to 30 units year after year are part of the FLP. G Hunt mentioned that a lot of faculty who do not have the full-time status do not have an office and logistically it becomes a challenge.
- J Michael mentioned that the ITLs have done a tremendous job at improving the delivery of the laptop. The selection criteria can be contentious and it is important to understand that the FLP team is charged with implementing the program.
- G Hunt shared that Library has laptops for rent, which are quite standard with solid-state drives etc. The pool is sizable.
- R Amarasinghe inquired if TAs are eligible.
 - G Hunt said that they are eligible to check one out for a week and renew. Faculty can check out for entire semester.
- R Amarasinghe mentioned that his department has TAs who teach full courses and grade courses etc.
 - G Hunt mentioned that they might still be considered students.
- G Hunt mentioned that in the past damages were repaired by the FLP, but now, the colleges have to pay for the repair.
- G Hunt shared the exception process. This has come from occasional faculty who wants more computing needs. The original charge of the FLP is to satisfy the requirements of the many and not necessarily all. The exception process stipulates a dollar amount, which can be transferred to the department following the approval.
 - O Leon mentioned that this process was shared with the Deans and Associate Deans and the process seemed reasonable to them.
 - O Benavides mentioned that some faculty need bigger computer but how do they know.
 - O Leon mentioned that the Deans and Associate Deans would be in charge of communicating this to the chairs and faculty.
- O Leon shared why the budget is limited. There are lottery funds, which the CSU gets based on lottery sales. The funds can be used to only fund non-mandatory things. It was determined that FLP was a non-mandatory service. The funding level has almost flat for a long time. This year there are 100 more faculty. Last year the program was under water because of the increase in faculty hires.
- G Hunt mentioned that a survey will be going out to faculty in the FLP about going to a 4-year refresh cycle, the possibility of issuing a laptop with lower specifications, not issuing peripherals,

- O Benavides inquired about the monitors - most part faculty use the laptops not so much monitors.
 - G Hunt shared it varies from college to college.
 - R Amarasinghe mentioned that he was waiting until the 3-year cycle. Some faculty might prefer 4-year cycle to avoid the hassle while some other faculty might want the 3-year cycle.
 - O Benavides inquired the cost for every refresh cycle.
 - G Hunt mentioned that it is around \$519,000 or 15-16 and \$586,000 for 16-17 for every refresh. The lottery funds have to be spent year to year.
5. Election of Representative to FLP – O Benavides recommended R. Amarasinghe and A. Nambiar to represent AIT.
6. Technology Services – O Leon
- Zimbra migration is going well. Vendor commended us for having a good change management. As of February 27, 2017, 10% of our faculty are already migrated. TS has identified around 100 faculty with more than 100,000 emails. TS is confident about having all mail migrated by March 27. Training has been going well. TS is committed to migrating 7 years of calendar. TS encourages faculty to contact Zimbra migration committee to meet specific needs.
 - O Benavides inquired about the at zimbra dot csufresno dot edu - email is bouncing but the message was delivered.
 - G Hunt responded that it might be something to do with the settings.
 - DISCOVERe has around 69 new faculty for 17-18. There is an 40% attrition rate. At the beginning of Fall 2017, around 300 faculty trained on DISCOVERe. There is preliminary data that DISCOVERe is helpful, and that there is slight increase in retention rate and success rates.
 - R Amarasinghe inquired why there is a high attrition rate.
 - O Leon mentioned that there is a committee working on faculty development and refresh for faculty who went through the program first few times around.
 - R Amarasinghe inquired about who classifies classes as DISCOVERe.
 - J Michael mentioned that there have been meetings with Scheduling office. Scheduling works with Department.
 - R Amarasinghe mentioned that it would be helpful to streamline the process of scheduling DISCOVERe classes. Moreover, there is a shortage of DISCOVERe classrooms.
 - R Amarasinghe inquired if it is possible to upgrade classes.
 - O Leon mentioned that funding normally goes to centrally allocated classrooms. Every summer, a few classrooms are upgraded.

- O Leon mentioned that there is a thought of perhaps having one platform - virtually deliverable software.
 - O Leon shared the use of Amazon Dash button for technical issues in DISCOVERe class.
 - O Leon is convening a committee to look at what to do with J Michael's position. O Leon is thinking of a deputy CIO. There might be two positions.
7. APM 206 – B Auernheimer
 - a. The revised APM is expected to be approved by the Senate soon.
 8. Old Business - none
 9. New Business
 1. O Benavides mentioned that in the last meeting of this semester, the committee has to elect a new chair.
 2. O Benavides also shared that Samantha Baker from Horizon Reports will be presenting via Zoom during the last meeting.

Adjourned at 2.33pm