MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY  
OF THE ACADEMIC SENATE

CALIFORNIA STATE UNIVERSITY, FRESNO   
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Oct 07, 2019

Members Present: H Cecotti(CSM), M. Bach, M Doyle (Library), R Sanchez, O Leon (CIO), A. Nambiar (JCAST), W Na (LCOE), C Whitehead (CAH), J Pickering (COSS), A. Jacobs (CSB),

Members Excused: T. Siechert, (Procurement), B Berrett, A. Iriberri (CSB), B. Auernheimer, M. Pronovost (DISCOVERe)

Guest:

Meeting called to order at 1.02pm by H. Cecotti

1. Agenda: MSC to approve the Agenda of Oct 07, 2019
2. Minutes of: Sep 09, 2019
3. Communications

October: National Cybersecurity Awareness Month (NCSAM) is a collaborative effort between government and industry to raise awareness about the importance of cybersecurity and to ensure that all Americans have the resources they need to be safer and more secure online.

There will be a Phishing awareness contest to analyze the behavior of staff and faculty members. Phishing is a cybercrime in which a target or targets are contacted by email, telephone or text message by someone posing as a legitimate institution to lure individuals into providing sensitive data such as personally identifiable information, banking and credit card details, and passwords.

Privacy and Information Security Information Update: Google is very secured. Yet it is important to not put any sensitive information on it such as passport information, social security numbers, and special information that can correspond to consent forms for experiments with human participants.

1. Topic 1

The first discussion was about the use of Adobe Stock with Adobe Creative Clouds. It is currently not possible to purchase to Adobe Stock. The issue is related to the technical aspect of how to use a template that is on Adobe Stock.

The key question is to determine what funding should be used for purchasing the software: funding from the department or from the college.

Other software of interest include: SPSS, Matlab, ....

Matlab is currently available to the whole campus. The use of Matlab was first initiated by the Lyles College of Engineering.

Endnote is widely used. It is possible to track downloads from MS Windows but it is not possible to track download from Mac OS. There is no subscription for Mendley. LaTeX is a relevant free alternative for managing references and creating documents.

Digital accessibility should remain a priority. There exist differences between individual licenses that are used for a specific usage, i.e. research, and wide licenses that should require some accessibility features.

1. Topic 2

There is currently a challenge to provide a mechanism to tell faculty members what is available and what is not available. It would be worthwhile to have a website with the list of available software for each college, for each department, so it is possible for everybody to know what is already available. The current website is missing up-to-date information. A proposed solution is to use a google form with a questionnaire asking what software are being used, what software are needed...

Before buying a software, it is critical to get an approval first before processing the purchasing order. An e-mail should provide a clear approval before any purchase is done in order to claim a reimbursement.

Fresno State is spending $3.3 million in software / year. These software include PeopleSoft, Canvas, RTP tool, and other applications that are required for staff and faculty members. There is an increase of the cost of the software which can be substantial. Such an increase has to be managed as there may not exist any other alternatives. There are multiple challenges such as the guarantee of funding for the software over time. In difficult economical phases in which there may be some budget cut, there is a guaranteed transition time so there is no steep transitions between software for staff and faculty members.

Inventory of the different software that are needed, software that are currently being used. It is critical to take into account the number of users to determine the number of licenses and the total cost. The price depends on the number of people. Typically, the cost per software will decrease as a function of the number of users.

1. Canvas

The transition to Canvas is a success. Students from City Colleges are already familiar to Canvas and it facilitates their learning experience. It has a great support and intuitive functionalities.

Canvas issues:

* Group features, too many clicks to reach some functions
* The need to import existing content to copy content
* The limited functionalities for auto-grading in quizzes
* The specific role of the observer in Canvas

Suggestion: to share the best practices with Canvas which could take place in the next TIC.

1. Actions

Collective decision to create a form to query staff and faculty members about the software that they use and would like to use. Currently, the AIT includes members from all the colleges except the College of

Health and Human Services.

* Step 1: A. Jacobs will propose some questions.
* Step 2: The questions will be discussed via emails and updated accordingly to the need of each college.
* Step 3: The dean office will be contacted about the survey to get the survey approved and to get additional comments.
* Step 4: The survey will be conduced and results will be discussed at the next meeting.

End of the meeting: 2h16pm

1. Old Business - none
2. New Business - none

Adjourned at 2.16pm