

MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY  
CALIFORNIA STATE UNIVERSITY, FRESNO  
5240 N. Maple, M/S TA 43  
Fresno, California 93740-8027

Office of the Academic Senate  
Ext. 8-2743

September 13, 2010

Members Present: O. Benavides, B. Auernheimer, K. Moffitt, M. Bach,  
D. Nef, E. Nelson, D. Martin, Rajee Amarasinghe.

Members Absent: M. Barakzai, R. Boes, J. Cagle (excused), P. Newell,  
S. Seepersad, C. Won.

Visitor: M. Caldwell, Chair Academic Senate

The meeting was called to order by Chair Otto Benavides at 1:10 p.m. in the  
Education Building room # 300.

1. Minutes. The approval of Minutes was postponed.
2. Agenda. MSC to approve the Agenda.
3. Communications and Announcements.
  - a) There will be a Centennial Celebration in front of the Kremen School of Education and Human Development on September 16<sup>th</sup> at 5 PM. All are welcome to attend.
4. Review of the AIT Composition and Charge.
  - a) Many acronyms and organizational names need updating
  - b) Membership needs to be updated to include: B. Auernheimer – TILT; M. Bach – TILT; Web Support - ITS; R. Boes – ITS. In addition there is a need to identify relevant organizations that should be represented.
  - c) Change Item 3 to read “Other Voting Members” and add an Item 4 to be “Ex Officio Non-Voting Members.”

MSC (unanimous) Otto Benavides to make above changes and bring to next meeting for review and approval.
5. Faculty Laptops - Refresh Cycle 2010-11.
  - a) Draft of Campus Baseline Standard Systems – Fall 2010 reviewed
  - b) Deans have a list of faculty who will receive a refresh
  - c) Part-time faculty may check out a laptop from the Library for the duration of the semester.

d) Need to have laptops and projectors in classrooms compatible with each other. There is some trouble with resolution between resolution on older laptops and new hi-def projectors. Many classroom screens are not the proper shape for the hi-def projectors.

6. Web Office Information - Darrell Martin.

- a) Darrell discussed the design of the forthcoming Web page. He stated that the architecture eventually will be rolled out to the rest of the campus.
- b) The new Web page will have a service and audience orientation which will make it easier for everyone to find information on the site. Examples would be calling the library, the Library, rather than Henry Madden Library and the bookstore, the Bookstore, rather than Kennel Bookstore. Minor changes such as this make it much easier for individuals to find information.
- c) The search facility currently in use at the Chancellor's Office will be modified for our use and set up to perform high quality searches.

7. IT Re-organization - Faculty feedback and recommendations.

- a) Ed Nelson reports that the Social Research Lab has been contacted to conduct a survey of all faculty/staff to obtain feedback on the IT reorganization. A September survey will be conducted to obtain baseline data. This will be followed by surveys in January to look at Fall 2010 and April to look at Spring 2011. The surveys will be asking what people know about the reorganization, and determine how the help desk and local services at the school level are doing.
- b) M. Caldwell mentioned that there has been little clear communication regarding the reorganization. Information needs to go out to the Campus summarizing what the reorganization has done so that faculty/staff will know who to contact for what, who is where, and where to go for help. This should be sent out in the immediate future.
- c) The names of TILT Faculty Fellows also need to be announced to the campus.

MSC (unanimous) Information regarding the IT reorganization shall go out to the entire campus. It should clearly and simply state what has happened and include a flowchart that identifies problems/issues and who to see/what to do to fix the problem or discuss the issue.

MSC to adjourn at 2:30 p.m.

Kathy Moffitt