MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY  
OF THE ACADEMIC SENATE

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October 5, 2020

Members Present: B. Auernheimer, B. Berrett, H. Cecotti(CSM), M Doyle (Library), A. Jacobs (CSB), J. Pickering (COSS), C. Whitehead (CAH), P. De Walt (KCEHD), W. Na (LCOE), O. Leon (CIO)

Members Excused: T. Siechert, (Procurement), M. Bach, A. Nambiar (JCAST), R Sanchez, M. Pronovost (DISCOVERe)

Guest: Marsha Baum (Associate Vice President for Faculty Affairs)

Meeting called to order at 12.30pm by H. Cecotti

1. Agenda: No Specific Agenda
2. Minutes of: September 14, 2020
3. Communication and Announcements

Most of the meeting was dedicated to questions and answers to Marsha Baum about Interfolio. Key questions were: how Interfolio was selected, what is the process with Interfolio?

One of the goals was to reduce the amount of papers. 17/23 of the CSU campuses have Interfolio. There was a combined price of all the CSUs using Interfolio.

Dossier is another application. Faculty members can place their own information and files into Dossier. It is then possible to move files from Dossier to Interfolio.

Binders were already at the provost with the Covid situation.

There was a transition of all the files to Interfolio over the summer of 2020.

Patrick de Walt: Messaging: 4th year to have the option to do Interfolio or not (binder or electronic)

Marsha: Changes related to Interfolio are given in the FAQ of Interfolio.

Corey: Professor prepare for 5 year review in Interfolio

Marsha: All the files should be placed electronically.

Bryan: Dossier instead of Google doc.

Files made in Dossier, easier to transfer to Interfolio.

Agreement with the Dean: Documents to put in Interfolio.

Patrick de Walt: changes in Interfolio from year to year.

Interfolio to add forms so Diane can create the application forms

Interfolio is evolving over time to take into account the needs and requests of administration and faculty members.

Scholarworks: https://scholarworks.calstate.edu/

This essentially replaces FSDR. Scholarworks is a unified CSU digital repository for all 23 campuses.

Aimee: Attach a file. Start with dossier and then attach it to Interfolio

Marsha: pdf, docx, if reviewer can access video?

Interfolio cannot import the video in a document, it is better to give a link to a video. There are no connection between Interfolio and Canvas.

Possibility to share links with reviewers so they can have an access to Canvas

Technology update

* Management of new computers
* Refresh new computer for faculty (4 year cycle) for the computer

Spring 2021: Technology needs related to proctoring

Physical equipment: smooth transition.

Woonki: where is the form to ask for material?

Orlando: Webcams, Headset, directly to the IT liaison

Patrick: Question about major changes of zoom people should be know. provides updates 1 month in advance.

Matthew: Scope of ScholarWorks:

https://library.calstate.edu/docs/swat-scope-2019.pdf

Matthew: Don’t forget about Tech Lending: https://library.fresnostate.edu/tech/tech-lending

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

Adjourned at 1.20pm