CALIFORNIA STATE UNIVERSITY BAKERSFIELD

IT Committee
Agenda & Meeting Summary

Meeting Information

Meeting Title: IT Committee		**Date:**	April 27, 2018
Location: ITV – Studio A		**Time:**	**11:00 AM – 12:30 PM**
Dial In #:	**HC:** n/a	**PC:**	n/a
Meeting Called By: Faust Gorham	**Purpose:**		

Attendees

Checkmark or "X" indicates the attendee is present

Attendee	Representing	√
Charlene Hu	Faculty Teaching & Learning	√
Imeh Ebong	GRASP	
Jacqueline Mimms	Enrollment Management	√
James Drnek	Student Affairs	√
John Dirkse	Academic Operations	√
Chris Diniz (non-voting)	ITS – Director of Infrastructure	√
Kellie Garcia	Human Resources	√
Kris Krishnan	IRPA	
Mary Slaughter	Communications	√
Faust Gorham	ITS- AVP/CIO	√
Queen King	University Controller	√

Attendee	Representing	√
ASI President	ASI	√
Steve Garcia	Computer & Electrical Engineering	√
Ying Zhong	Library	√
Yong Choi	Management & Marketing	
Joshua Miller	Physical Education & Kinesiology	
Sue Rivera	ITS – Security Liaison	
Brian Chen (non-voting)	ITS – Director of EApps	√
Kamye Salyards (non-voting)	ITS- Administrative Support	√

Agenda

#	Agenda Topic	Submitted/Led By	Time Allotted
1.0	Welcome & Call to Order	F. Gorham	
2.0	Approve Minutes from March 16, 2018 Meeting	F. Gorham	
3.0	Announcements and Information	F. Gorham	
4.0	Approval of Agenda	F. Gorham	
5.0	Current Roadmap	F. Gorham	
6.0	Old Business • Canvas LMS Pilot • BlackBoard automatic course creation • TechSmith Relay • Mobile App Steering Committee • 5-year staff replacement model • Lynda.com testing	C. Hu C. Hu C. Hu B. Chen F. Gorham	
7.0	New Business • Maxient System – Software to support multiple areas	J. Drnek	

Meeting Minutes from April 27, 2018

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
INFORMATION TECHNOLOGY COMMITTEE MEETING
Friday, April 27, 2018
11:00 AM
ITV Studios – Studio A

PRESENT: Faust Gorham, AVP/CIO, Information Technology Services
                    Queen King, University Controller
                    Kellie Garcia, Human Resources
                    Yong Choi, Management & Marketing
                    James Drnek, Student Affairs
                    John Dirkse, Academic Operations & Support
                    Chris Diniz, ITS Infrastructure Services
                    Brian Chen, ITS Enterprise Applications
                    Charlene Hu, Faculty Teaching & Learning
                    Anthony Bolanos, Faculty Teaching & Learning
                    Steve Garcia, Computer & Electrical Engineering
                    Mary Slaughter, Communications
                    Ying Zhong, Library
                    Jacqueline Mimms, Enrollment Management
                    Kamye Salyards, Administrative Support, ITS
                    ASI President Designee

ABSENT:
                    Kris Krishnan, IRPA
                    Sue Rivera, ITS Security
                    Joshua Miller, Physical Education & Kinesiology
                    Imeh Ebong, GRASP

1. **Call to Order**
   Meeting called to order by F. Gorham at 11:04 AM.

2. **Approval of Minutes from March 16, 2018 Meeting**
   F. Gorham gave a summary of the minutes and asked for questions.

   Motion/Second/Approved: Y. Choi moved to approve the March 16, 2018 meeting minutes and M. Slaughter seconded. Minutes were approved.

3. **Announcements and Information**
   F. Gorham asked for any items by way of announcements and information and gave a brief update regarding the ITS Roadmap. He stated that each item from the roadmap will be covered briefly and some for them will change priority order based on the recommendations and vote of the committee.

4. **Approval Agenda**
   All were in favor of the approval of the existing agenda.

5. **Current Roadmap/Old Business/New Business**
    Lynda.com: At the last meeting it was determined that we would purchase 8 faculty licenses for testing before making the purchase for all students. M. Slaughter stated that there has been some difficulty in getting faculty members to commit to sign up for the testing. Some have said they will share with others within their department, but no solid commitments yet. Y. Choi stated that the School of Business is very interested and that all business major students would benefit. The faculty in the School of Business is anxious to start using it and will work it into their syllabi. F. Gorham stated that testing with 200 students for Fall 2018 would give us an opportunity to determine the efficacy. It was determined that the first testing licenses will be purchased for M. Slaughter and Y. Choi.

    ▪   **Action Item #1:**
        K. Salyards to procure the Lynda.com licenses for M. Slaughter and Y. Choi.

    Adobe Creative Suite: Fullerton is working along with the Chancellor's office with Adobe on a pride reduction.
    Network/Security Engineer: Position has been added to the roadmap for 18-19.

    Contract Specialist: Position has been postponed.

    Canvas Pilot: This has been added for 18-19.

    Video Solution: A. Bolanos gave this summary of TechSmith Relay:

    - Relay is a plugin for Camtasia Studio (Paid for through the CO) to render video through the TechSmith server and then it sends to our local server.
        o   Alternatives
            ▪   Local File
            ▪   Screencast (Paid Subscription)
            ▪   Vimeo (Paid Subscription)
            ▪   YouTube (Public, Private/Email, Non-Searchable)
            ▪   Google Drive (MP4 upload, User Permissions)
            ▪   Relay (Paid, FTE, CURRENT)
    - New Product is LTI for Bb.
    - New product does not do this workflow anymore.
    - New product is a hosted/cloud solution.
    - New Product has a more intuitive GUI.
    - ITS was paying for it initially. FTLC picked it up with a meeting with Kal in (Oct. ?) 2015.
    - $2500 one time from FTLC in 2015.
    - Prices:
        o   3-year contract (renews every year) total: $106,768
        o   1000 accts. Bandwidth restrictions per year: $12,396
        o   All Faculty, Staff, & Students per/year: $38,396 (Bandwidth Restrictions)
    - Other cloud providers: Panopto, Mediasite, ARC for Canvas, Others…
    A. Bolanos also stated that we can use until the end of semester with 17 active accounts.

    Steve Garcia stated that the faculty in Computer Science are using YouTube and it works fine for them. C. Hu stated the importance of renewing the license and suggested renewing for 1 year

since some have expressed there is no need for it. M. Slaughter stated that most faculty will not want to use YouTube. F. Gorham stated that we have some room to purchase a tool like this and proposed to try for 1 year to see if we want to continue.

Motion/Second/Approved: Y. Choi moved to approve the purchase of TechSmith Relay for 1 year and M. Slaughter seconded the motion. Motion was approved.

This will be added to the Roadmap as a high priority item.

BlackBoard automatic course creation: B. Chen stated that the goal with this is for courses to automatically flow into BlackBoard. M. Slaughter asked about some courses being password protected and whether they can be open to wait listed students. B. Chen explained that there is still a challenge regarding the question whether all courses will be created in BlackBoard just because they exist in PeopleSoft. The solution is to go ahead and create all course in BlackBoard.
The timeline for finishing this is to complete testing before the end of this term and the hope is to have the pilot program in place for the 2ⁿᵈ Summer 2018 session to determine if ready for use in Fall 2018. Except for S. Garcia who stated he is possibly in favor, all were in favor of completing this testing to move forward with the project.

- **Action Item #2: B. Chen to get an email prepared to send to D. Boschini for getting the information to the campus.**

Campus & Event Registration System: The intent is to find a tool to replace many different conference systems currently being used on campus. We are currently using web pages just as one example which is not a good process. A consultant is preparing a proposal and will have something to present soon.
Project Management Tool: Not currently in roadmap.
Grey Heller Firewall: We have received approval for 1-time purchase.
Policy and Process Management Software: BAS temporary funding at 5K one-time and 12K ongoing.
Patch Management Solution: Online SOCI processing; we have been conducting the process manually. The system breaks down and requires fixes, incorrect info has been sent out. Will cost 15K annually. Proposing to add to roadmap.
DocuSign: No cost information yet.
SalesForce: Extended Ed is currently using this cloud-based database. Works across any platform. Some add PeopleSoft data, as well as data from other sources. All records can be created form multiple areas; can be used by faculty and staff. A free pilot is available.
HR Applicant Tracking System – Wave 2: We have been selected to be put in at phase 2. K. Garcia states that PageUp was selected and will replace PeopleAdmin. This will apply to Staff/Management positions, not Faculty at this time. January 2019 is the target date for completion. Added to roadmap.
Maxient System: J. Drnek reported on this system that will track student conduct issue among many other benefits. It was found that this system allows faculty to work with other departments to keep track of integrity/conduct issues. This can track DMCA violations as well as Title IV; this will replace the Excel tracking system currently used in the President's office. UPD would also benefit greatly from the tool. The cost is 7K one-time and 8K ongoing with no contract required.

Organizational Charting Tool: Web based tool for creating org charts; will integrate with PeopleSoft to move hierarchical data into an org chart. This will be available to the campus. Cost: 10K annually.

Incomplete/In Progress:
Questica: In-Progress. June is the estimated completion date.
Log Capture System: In-Progress
Eduroam: Completed
EDM OnBase: In-Progress System will begin with incoming class of 19.
EDM Online/Workflow: Not Started.
Mobile App: Completed
Zoom: Completed
Data Loss Protection: In-Progress
PCI Compliance: In-Progress
Campus Webpage: Not Started
Online Storage: In-Progress. C. Diniz shared that we have completed the Box contract and will reach out to groups to begin as early adopters. Next Thursday is the kick-off meeting. C. Hu and Y. Choi asked to be considered early adopters.
Identity Management: Not Started
Pre-Award Proposal Submission: Completed
End-Point Protection: In-Progress
Campus wide IT Survey: Not Started
Software Imaging & Distribution: Completed
Multi-factor Authentication: Completed
Guest Wireless: In Progress
S. Garcia brought the concern with recent issues with guest accounts. C. Diniz explained that with the new system, users will be able to self-register and networking will be able to create custom SSID's.
Events Group: In-Progress. We need to determine the needs so funds can be allocated to next fiscal year.
OneCard Enterprise Solution: On hold due to the CSU RFP being incomplete.

All agreed with the current placement of roadmap items.

- **Action Item #3: F. Gorham will send the finalized roadmap and collect the committee's vote via email before providing the final version to ITAC on May 9, 2018.**

One last item from Old Business was discussed regarding MASC (Mobile App Steering Committee). F. Gorham asked for suggestions for additional members from the academic side. The committee reports to the TC. It was decided that Jennifer McCune from GI 2025 will be added. Adding a representative from Athletics was suggested by J. Drnek. J. Mimms suggested also including UA.

- **Action Item #4: B. Chen is to contact Victor Martin for a member representative from UA. J. Drnek will contact Athletics for a representative.**

All were in favor of the committee as proposed pending the above action item.

Meeting was adjourned at 12:18 PM