



## Meeting Information

<b>Meeting Title:</b> IT Committee	<b>Date:</b> June 27, 2018
<b>Location:</b> ITV – Studio A	<b>Time:</b> 1:30 PM – 2:30 PM
<b>Dial In #:</b>	<b>HC:</b> n/a
<b>Meeting Called By:</b> Faust Gorham	<b>PC:</b> n/a
	<b>Purpose:</b>

## Attendees

Checkmark or “X” indicates the attendee is present

Attendee	Representing	✓
Charlene Hu	Faculty Teaching & Learning	
Imeh Ebong	GRASP	
Jacqueline Mimms	Enrollment Management	
James Dneek	Student Affairs	✓
Lisa Zuzarte	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 April 27, 2018 Meeting	F. Gorham	
3.0	Approval of Agenda	F. Gorham	
4.0	Updates on Old Business <ul style="list-style-type: none"> <li>• Canvas Pilot update</li> <li>• Box project               <ul style="list-style-type: none"> <li>A. NAS</li> <li>B. OneDrive</li> <li>C. Level one data</li> <li>D. Level two data</li> </ul> </li> <li>• Spirion – Rollout to campus</li> <li>• Level one access – Number of users and encryption of end user devices</li> <li>• Mobile Application – next steps</li> <li>• Campus CMS 2.0 – timeline – expectations</li> <li>• Peoplesoft to Blackboard integration</li> </ul>	A. Bolanos F. Gorham  S. Rivera S. Rivera  B. Chen B. Chen B. Chen	
5.0	New Business		

	<ul style="list-style-type: none"> <li>• Are there any issues with ITS services we need to discuss?</li> <li>• Are there any new services or solutions we need on campus?</li> </ul>		
6.0	Adjourn		

## Meeting Minutes from June 27, 2018

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CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
INFORMATION TECHNOLOGY COMMITTEE MEETING  
Wednesday, June 27, 2018  
1:30 PM  
ITV – Studio A

**PRESENT:**

Faust Gorham, AVP/CIO, Information Technology Services  
Queen King, University Controller  
James Drnek, Student Affairs  
Brian Chen, ITS Enterprise Applications  
Anthony Bolanos, Faculty Teaching & Learning  
Steve Garcia, Computer & Electrical Engineering  
Mary Slaughter, Communications  
Lisa Zuzarte, Academic Operations & Support  
Tommy Holiwell, Enrollment Management (for Jacqueline Mimms)  
Ying Zhong, Library  
Kris Krishnan, IRPA  
Sue Rivera, ITS Security  
Kamy Salyards, Administrative Support, ITS

**ABSENT:**

Chris Diniz, ITS Infrastructure Services  
Charlene Hu, Faculty Teaching & Learning  
Imeh Ebong, GRASP  
Kellie Garcia, Human Resources  
Yong Choi, Management & Marketing  
Joshua Miller, Physical Education & Kinesiology  
ASI President. ASI

1. **Call to Order**  
Meeting called to order by F. Gorham at 1:37 PM.
2. **Approval of Minutes from April 27, 2018 Meeting**  
F. Gorham gave a summary of the April 27, 2018 minutes.

**Motion/Second/Approved:** M. Slaughter moved to approve the April 27, 2018 meeting minutes and J. Drnek seconded the motion. Minutes were approved.

3. **Announcements, Information & Approval of Agenda**

F. Gorham announced that there is a campus proposal in process to Amazon for tracking student engagement. This will be an early warning system using technology to find a pattern by which students are disengaging. The grant has been received from the CSU system allowing us to move forward.

The full agenda was unanimously approved.

#### 4. Updates on Old Business

##### Canvas Pilot update:

- Current Participants:
  - 42 Contacted
  - 22 participating
- Next steps for the pilot:
  - All participants and Canvas Pilot Committee have access to the sandbox and have test courses in it to explore.
  - Training by Instructure Canvas of FTLC and ITC staff in July to support all pilot participants in the Fall 2018. Waiting on a call back from Canvas to schedule this.
  - Fall 2018 assist pilot participants in setting up their classes for the fall term.
  - Hold faculty training sessions to on-board the pilot faculty.
    - Provide additional one-on-one assistance if needed.
  - Heavy campaigning of Canvas pilot.
  - Sac State and Channel Islands have been helpful in meeting with me to answer any questions needed from the team. Sac State gave us permission to use their surveys and modify them as needed. Intend on having a meeting with Sac State soon.
  - Send out survey at the start of the first pilot to assess the attitudes of the current LMS.
    - With additional surveys midterm and at the end of the pilot.
- Fall 2018:
  - Start assisting with the course migration or building of the pilot courses if not completed
    - Both ITS and FTLC will be doing this
    - Migration of individual courses to be rebuilt in Canvas
  - Help train faculty on the use of Canvas
  - Campaign for Canvas Spring 2019 2<sup>nd</sup> pilot
  - Address any concerns by the faculty & support them on the Canvas system
- Spring 2019:
  - 1<sup>st</sup> Pilot launch
  - Support faculty to run courses on Canvas
  - Assist faculty with any student concerns
  - Continue give surveys on their thoughts about Canvas vs. Bb
  - Work on putting together pool for the 2<sup>nd</sup> pilot launch in Fall 2019.

##### Box Project update:

- Currently evaluating how to prevent Level 1 and 2 data from being stored in Box.
- Meeting with Chico PM on Thursday to discuss their implementation.
- Finalizing folder structure for campus.
- Communications to proposed project champions is scheduled for next week (dependent on the completion of the first bullet
  - We can add any ITC member not already on the project champion list linked below.
  - Project champions will be given a shirt to indicate they are helping the campus with the Box implementation.
  - Project champions will have some expectations:

- Fill out a survey at the end of the initial phase.
  - Contact the Box project team (email will be provided to champions) immediately when an issue is encountered.
  - Provide feedback
  - Expect the best
- Working on contracting with Box to bring on a separate Box instance (LockBox) to store Level 1 and 2 data
- We will move data from OneDrive to Box and decommission OneDrive Access at the end of the project.
  - We have 4Tb of data on OneDrive with 25 individuals having a majority of the data.
- We will move data from NAS to Box.
  - 4 Tb of data
  - All data is scheduled to move to either Box or LockBox.
- Project team members will have a special shirt that they will wear and can be stopped at any time for assistance.

**Spirion – Rollout to Campus:** Spirion is a data loss prevention software that locates confidential data in network file shares, local computers and databases.

We had our project kickoff for which we are currently testing so we can confirm our project timeline.

As far as a rollout: there are specific requirements in relation to meet and confer.

1. Provide a 30-day opportunity so that any personal information may be identified and secured appropriately.
2. Training in relation to the purpose, set-up, use, and reporting of Spirion.
3. And of course, communication and transparency

#### **Tentative timeline**

##### Staff

- Initial communication – as soon as possible with additional communications in between. (Some faculty information will be included such as the 30-day opportunity and scan timeframe)
- July 12 – initial installation of the product to the workstations (Mac and PC)
- July 19 and 25 – provide for training opportunities
- July 19 – 30-day opportunity begins and ends August 19<sup>th</sup>
- July 19 – scans will begin

##### Faculty

- Included in the initial communication
- TBD: September 19 and 25 – provide for training opportunities
- September 20 – 30-day opportunity begins and ends October 20
- October 20 – Scans will begin

T. Holiwell asked about alternate solutions for encryption regarding impact to specific machines. The options will be considered as the committee continues the project. Compliance is a factor to be considered.

Suggestions from the group included holding 1-2 open forums for staff and faculty.

**Level 1 Access:** Number of users and encryption of end user devices; Communication to VP's, AVP's and Deans

- We've compiled a list of those employees that have been identified from our known sources that have access to level 1 data, the department name and supervisor.

Total is 306

- We will need assistance in making sure those personnel should have access to this level of confidential information by the supervisor's reviewing the list and responding for each name.
- We must make sure those employees are authorized to have the access and that the employees device is encrypted.
- In addition, once encryption is turned on, it's possible that performance on the workstation will decrease.

Total devices encrypted currently = 49

Additional information:

- If the data is used by more than one program, the Information Security Office can work with the programs to determine ownership.

**Mobile Application – Next steps:** Fall roster is complete and the committee will meet in Fall 2018. The first meeting will be held to determine the priorities and needs.

**Campus CMS 2.0 – timeline – expectations:** Currently using Cascade, looking for new option and want a more modern look for the web page.

First pilot group will meet in Fall 2018. Web Governance committee will work with them to determine best option for content management.

#### **PeopleSoft to BlackBoard Integration:**

S. Garcia expressed concern regarding dropping the class roster tool kit. B. Chen should be able to assist; all department class roster lists to create accounts for students. B. Chen will work with S. Garcia offline to correct the issue.

## **5. New Business**

### **Are there any issues within ITS services we need to discuss?**

- Computer Science – class roster toolkit decommissioned in PS; Need CSV file vs html (should be available); need service account for department
- New employee onboarding is going well

### **Are there any new services or solutions we need on campus?**

- Bloomberg terminals for stock trading
- Lab utilization rates – working on with Classroom Taskforce to upgrade 24 rooms with new furniture, equipment, painting, etc.
- Need rooms for academic purposes
- Centralized fax services – Enrollment Management

**2:28 PM Meeting was adjourned**

