MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY
CALIFORNIA STATE UNIVERSITY, FRESNO
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April 27, 2009

Members Present: O. Benavides (Chair)(via Skype from Vienna),
                          R. Amarasinghe, R. Boes, J. Cagle, L. Harding,
                          K. Moffitt, P. Newell, L. Newlander, E. Nelson,
                          R. Parker.

Members Absent: B. Auernheimer, M. Bach, S. Seepersad,
                          D. Martin, D. Nef, C. Won.

The meeting was called to order by John Cagle (acting Chair for Otto
Benavides) at 1:10 p.m. in the Education Building room # 316.

1.   Minutes.   Approval of the Minutes of April 13, 2009 was postponed.

2.   Agenda.   MSC to approve the Agenda as distributed.

3.   Communications and Announcements.

      P. Newell asked about a Chancellor's Office project involving hardware
      and software reporting. After brief discussion, the committee made it a
      new agenda item and began discussing it. A Skype connection was
      achieved between the committee and Chair O. Benavides, who was in
      Vienna at a conference. He participated in the rest of the meeting.

4.   Hardware and Software Reporting.

      A teleconference call was made to R. Boes.

      P. Newell summarized what he had heard and expressed his concern.
      The topic is a new Chancellor's Office reporting system requiring campus
      hardware and software audits in October (to continue about six months
      until completed), an inventory of what we're using. His concern was that
      in using Active Directory as a major tool, privacy and confidentiality of
      user's records may be compromised and violated, among other things.

      R. Boes then commented. Among other things, he said that the good
      news is that Active Directory can give rights to survey software without
      "Administrative Rights." The audit requires central readability using
      read-only. The reason for the audit has to do with concern about
      unlicensed software.

      After some discussion, J. Cagle suggested that a communication needs to
      be prepared and sent to the campus community: (1) explaining the
      purpose of the survey; (2) explain Active Directory as a tool, including its
      limitations; (3) explain the provisions to address individual privacy
      issues, such as real-time, read-only capability—reading only what

software is installed, not individual files; (4) guidelines for handling data files to protect privacy and confidentiality of records during this process.

Following this discussion, R. Boes suggested that he come to the next meeting to update the committee on the developing plan and that he will bring an Active Directory expert to discuss technical questions and issues as needed.

5.   (APM 206) Interim Policies and Procedures on Technology Mediated Courses.

This policy proposed revision was posted for review by the AIT Committee:

http://docs.google.com/Doc?id=dcw839r6_6c5zv8gg5&invite=kntj74

The committee discussed the scope of the policy. The documents currently online at Google Docs are:

http://docs.google.com/Doc?id=dcw839r6_6c5zv8gg5
http://docs.google.com/Doc?id=dcw839r6_8tmbxhrck&hl=en

Discussion of the interim policies and procedures document continued.

L. Harding talked about the idea of a committee vs. a review panel. She suggested that a team could be created from a pool of trained faculty to perform the review and write the report. These reviews would be supported by the Digital Campus instructional designers—in the design of rubrics for evaluation, training, etc.

The committee discussed several issues regarding the hybrid courses and the question of why the university doesn't have more hybrid courses at this point. It was suggested that things could be done to encourage online course development, such as stipends to develop online courses. Issues (such as ownership of materials) were discussed.

Work on the policy will continue at the next meeting. Suggestions can be sent to Cagle who will provide the committee with a draft for the next discussion, putting it on the Google Docs site.

MSC to adjourn 2:30 p.m.

The next scheduled meeting of the Academic Information Technology Committee (AIT) will be on Monday, May 11, 2009 at 1:00 p.m. in ED #319.

Agenda.

1.   Approval of the Minutes of 4/13/2009 and 4/26/2009.
2.   Approval of the Agenda.
3.   Communication and Announcements.
4.   Hardware and Software Reporting.
5.   (APM 206) Interim Policies and Procedures on Technology Mediated Courses.