

***IT Governance Executive Committee Meeting Minutes***

**March 18, 2020**

**2:00 – 3:00 p.m.**

**(CGI 204)**

MINUTES

Attendees: Gerard Au, Rueyling Chuang, Chinaka DomNwachukwu, Doug Freer, Ian Jacobs, Tatiana Karmanova, Shari McMahan, Rafik Mohamed, Robert Nava, Jim O’Linger, Bradford Owen (Guest), Sastry Pantula, Mihaela Popescu (Guest), Randy Rouch, Brandon Sierra (Guest), Sam Sudhakar, Seval Yildirim

1. Approval of Minutes from the February Meeting S. McMahan
   * Sastry Pantula provided a motion to approve with a second motion from Jim O’Linger. Minutes approved as written. Shari McMahan asked the Executive Committee to send corrections or edits to Karina.

1. Current IT Issues on Campus All

* None Reported

1. Discussion Items S. Sudhakar

* E-Learning Academy Presentation— Mihaela Popescu, *Professor, Communication Studies*
  + What is it?
    - A two-year program and learning curriculum coordinated by ATI and TRC and funded by the Provost’s office, Quality Assurance grant, and VETI, targeting the development of online sections of campus bottleneck courses using the QLT rubric
    - The program is student-centric (partnership with graduate and undergraduate students)
    - Faculty get support for course development (year 1) and course implementation (year 2), as well as instructional design support
    - Faculty sign an MOU specifying the conditions of the support
  + Deliverables
    - Attendance to 12 f2f three-hour workshops spread over two years covering the following:
    - Year 1: Course design using QLT principles
    - Year 2: Course delivery using QLT principles and course assessment
    - Regular meetings with instructional designer
    - Course design, implementation, assessment and (if desired) certification with QLT by end of year 2
  + Outcomes
  + Challenges
    - Recruitment
    - Coordinating schedules for workshops
    - Negotiating intellectual property issues
    - Finding work for the VETI students
    - Regular communication with the instructional designer
    - Tracking work
    - Scheduling of the newly designed courses
* Information Security Audit Findings- Gerard Au, *Deputy CIO/CISO*
  + CSUSB Vulnerability Management Standard, CSUSB, Information Technology Services; changes proposed to (Refer to distributed standard document):
    - 3.1 Roles and Responsibilities
    - 5.1 Timelines and Prioritization
    - 5.2 Enforcement

Gerard stated that the team is hoping to close out all findings by April 30th. We will invite auditors once we have closed all 4 findings.

Sam asked for approval to move forward. Doug Freer made a motion to approve with a second motion from Tatiana Karmanova.

**Unanimous approval to move forward with proposed recommendations from Executive Committee.**

* Instructional Continuity- Bradford Owen, *Interim Chief Academic Technology Officer*
* Overview of Instructional Continuity website provided
  + Questions
  + Workshop overview—spreadsheet is displayed on website
  + On-call support available- 5 Instructional Designers to help with course design in virtual environments
    - TSC Support
    - Other ITS Support on Tier 1 requests
    - Faculty-Peer Tech Advisors—currently soliciting applications as a stipend will be associated
* Overview of Student Resources for Virtual Learning- Brandon Sierra, *Interim Assistant Director, Technology Support Center*
  + Workshop overview and attendance statistics
  + Training Schedule posted-- staff and students
* Shari asked about a faculty member, with access to spotty Wi-Fi
* Additional questions regarding Wi-Fi
* Doug asked about staff resources. Gerard stated that a page is in the works; that will include checklists for managers, telecommuting how to instructions, email, checking voicemails from home. Gerard stated that it will be linked from COVID-19 page.
  + COVID-19 Discussion
* Rueyling asked about access to campus
* Tatiana asked about moving desktops. She asked if we can have messages about connecting remotely. How can we help with moving desktops?
  + Sam stated that moving that moving desktop is not the preferred option
  + COVID-19 page to have instructions on how to remote into desktops
  + Ian Jacobs asked whether they could move their documents to a Google drive from their shared drive
* Tatiana asked about VPN access and Gerard said we can still connect via VPN but that those who do not have VPN can remote in via a browser
* Gerard announced that the team has lifted the restriction to forward to off-campus numbers
* Chinaka asked about voicemail to email and Gerard stated the team is working to turn this on for everyone
* Main numbers can also be forwarded to off campus numbers
* Question about Zoom recordings and whether a disclaimer pops up
* Ian asked about laptops for students
* Questions about student assistants; announcement that all students will be held harmless and will be paid and working remotely

1. Subcommittee Reports S. Sudhakar
   * Subcommittee reports distributed in packets.

1. Announcements All

* None

Meeting Adjourned 3:21 p.m.

Next Meeting Date: April 15, 2020