Started 11:05
Present: Tracey Mayfield, Norah DeBellis, Dennis LuPresto, Janet Foster, Jim Miles, Malcolm Finney, Marvin Mayo, Matthew Karnofel, Norah DeBellis, Rico Ovalles, Traci Hamilton, Cuc Du

Guests: Commissioner Islas, Jackie Dawson

Tracey ran meeting as Sabrina was absent.

Call to Order: 11:05
Agenda: Motion to approve as amended, approved
Minutes: Motion to approve Malcolm, seconded by Cuc, approved

1. Call to Order : 11:05
2. Agenda :
3. December 2021 minutes
4. Announcements
- Tracey announced that Traci Hamilton will be the secretary for Spring 2022
- Cuc: Privacy week, announcement sent out, check it out to make sure your information is secure, from division of IT
- Janet: regarding campus wifi, IT suggests all use eduRoam for best speed and reliability, online instructions have been improved

5. Old Business: None

6. New Business
    6.1. ATS Updates (Dennis & Shariq)
        6.1.1. Transition to Canvas (Shariq)
            - https://www.csulb.edu/academic-technology-services/canvas-at-the-beach
            - Timeline for transition, as soon as summer
            - Fall faculty will have choice between Canvas and BB, both will be available. Possible incentives (small stipend using HEERF funding for faculty to sign up for early adoption. Form available at link. Training will be available late spring.
            - Fall and spring 2023 will be last time for both
            - Fall 2024 full move to Canvas, BB will not be available
            - Feedback is that it is easy to learn, better analytics, addons, accessibility
            - What will it be called? Different name to differentiate, BeachBoard came from BlackBoard, kept name when moved to D2L. Canvas at the Beach is current working name. Name could change later after BB is gone.
            - Steve requests more information about addons being gained and lost. Shariq shares that there will be more addons available, better gradebook. Have not found significant addons we will lose. D2L is a small company and other software developers look to compatibility is an afterthought. Canvas has better integrations from publishers and other companies.
            - Malcolm: what about content already on BB? Will it be transferred automatically? K16 is working with CSULB to go back 2 years to copy all content from BB to Canvas for all faculty, not student enrollment, will fully archive back 5 years for

faculty to access. What about content beyond 2 or 5 years? Faculty can make a request to IT to copy it over using a form that is not yet made. Reference date for time to be determined. Archiving already happens and faculty are already used to requesting archives be reinstated. All ORGs will automatically be copied over. Faculty and orgs should consider cleaning up their files and data on BB.

- Zoom storage is expensive. CSULB is paying overages for Zoom storage. Is being moved over to Kaltura storage system.

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6.1.2. SPOT move to Qualtrics (Shariq)

6.1.3. Faculty PD and support opportunities through spring '22 (Shariq)
- https://www.csulb.edu/academic-technology-services/instructional-design/faculty-professional-development
- Many PD

6.1.4. HEERF-related classroom upgrades (Dennis)
- Deadline is May 17 for funding
- Converting 65 classrooms to hyflex, on schedule for completion before May 17. Supply chain issues are biggest hurdle.
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- Software matrix: https://www.csulb.edu/academic-technology-services/software-depot/academic-software-matrix working with college techs to work on their part for their areas. No updates right now. #of machines and software deployed to their department
- LA1 questions about Adobe viewer, Adobe Acrobact asks for faculty to use multi-factor authentication, default is Acrobat DC Pro, right click on file to request new program to view it. If a different method is desired then the request goes through this committee.
- Jackie: how do we bring up a list of software being proposed to our department. Dennis should get the list so his department can check to see if the campus already has licenses for it or look at costs

6.1.5. Faculty support projects (Dennis)
- https://www.csulb.edu/academic-technology-services/classroom-support-services/classroom-technology-and-support
- CLASSROOM TECHNOLOGY AND SUPPORT SUBCOMMITTEE
- Purpose is to make sure work areas are the same experience across campus.

6.2. Campus IT – Security Updates (Cuc or Janet)

6.3. Adobe Acrobat & Mathematics & Statistics Department Classrooms (Traci)
- Wants an environment that is predictable to all faculty across campus.
- Default is Adobe Acrobat DC Pro as a result of how it is installed from Creative Cloud suite.
- Matthew wants to get input from all faculty across campus
- Can we install Adobe Reader as the default with full DC Pro on same machine to use when needed.
- Reader asks for authentication but is not needed.
- Committee members will ask faculty in their department which of the following they want. It will affect only lecture classrooms and lecture halls, not labs or offices. We will look at results at March meeting.
  - Leave as is
  - Reader only, remove DC Pro

- o   Reader only and keep DC Pro

7. Other
    - Rico: Students ask what type of computer they should purchase for students. Can a list of specs be created by college? Fullerton has this: https://www.fullerton.edu/it/titanware/laptop-specifications-ecs.php
    - Janet will get Rico in touch with Brian.
    - Shariq suggests minimum specs with language to protect CSULB telling students to contact their instructor for more information.

    - Jackie: CHHS faculty request for a Poll Everywhere extension for PPT. If using PPT, faculty needs an extension, but every time computer is restarted the extension gets wiped out and data is lost. Dennis says it is free, just need vote.
    - Motion to add PPT extension by Jackie, 2nd by Steve: approved.
8. Thanks!
9. Closed at 12:08