

## Faculty Advisory Committee on Technology (FACT)

### MINUTES

Tuesday, September 4, 2018

11:00-12:15

Academic Senate Conference Room, AS-125

1. Call to Order @ 11:06 am

B. Allen, H. Ban, H. Chen, J. Crussemeyer, S. Dark, J. Foster, G. Gardner, M. Major, M. Mayo, O. Morales Ponce, D. Paskin, H. Ramachandran, M. Yao

2. Agenda approved

3. FACT Charge and Roster reviewed

3.1. Still need representatives from College of the Arts, and Staff Council

3.2. Several corrections to be made to the current FACT Roster were noted; B. Allen will follow up with Assistant to the Academic Senate Chair

3.3. FACT Charge and Membership document may need to be updated. "Information Technology Services" should be changed to "Division of Information Technology," and "Chief Information Officer" changed to "Vice-President and Chief Information Officer;" B. Allen will follow up with the Chair of the Academic Senate

4. B. Allen elected Chair and J. Crussemeyer elected Secretary for FACT 2018-19

5. Announcements

5.1. S. Dark provided an brief overview of duties, responsibilities, and resources of Academic Technology Services; will give a more detailed tour of associated facilities at the October FACT meeting

5.2. M. Yao provided an overview of duties, responsibilities, and resources of Division of Information Technology

5.2.1. Included One-Card access, digital signatures (DocuSign), travel reimbursement forms, RTP files (Interfolio), Student Virtual Labs, and High-Performance Computing cluster

5.2.2. Some discussion about security associated with digital signatures; J. Foster will follow up with link to DocuSign security information

6. Old Business (see attached documents)

6.1. B. Allen reviewed the FACT 2017-18 Annual Report

6.2. B. Allen reviewed the FACT BeachBoard Site; current and archived documents are available under "Content"

6.3. B. Allen introduced the current draft of the online policy revision FACT has been working on for the past two years; will be discussed in detail at the October FACT meeting

## 7. New Business

7.1. S. Dark and M. Yao summarized problems with BeachBoard access on the first day of the fall semester; problem was due to a technical issue with a firewall setting. Will report back later on lessons learned and plans to avoid or minimize future such issues