# California State University, Long Beach

## Faculty Advisory Committee on Technology (FACT)

## Friday, September 2, 2011

## 11:00am -12:15pm

## Location: LA5-250

## MINUTES

Members Present: Ebony Utley (CLA), Khonsura-Aaron Wilson (CLA), Paul Boyd-Batstone (CED), Hojin Moon (CNSM), Eric Sorin (CNSM), Lesley Farmer (CED-ASEC), Janet Foster (AVP-ITS), Roman Kochan (Interim AVP-ATS), John Ferretti (CBA-CTPAC)

Guests: Bryon Jackson, Director of Service Management & Operations (ITS); Leslie Kennedy, Director of BeachBoard Services (ITSS)

## Organizational Meeting

* Convening Chair: Paul Boyd-Batstone

## Announcement(s): The FACT Annual Report for AY 2010-11 is on the FACT BeachBoard Organization

## Agenda approved (MSP)

## Minutes approved with corrections from May 13, 2011 (MSP)

## Member introductions: Lesley Farmer was introduced as the newest member of FACT to the rest of the membership.

## Organizational Business:

* Election of Chair: Paul Boyd-Batstone (MSP)
* Election of Vice Chair: Ebony Utley (MSP)
* Election of Recorder: Paul Boyd-Batstone (MSP)
* Future meeting dates: 2nd Friday of the month: 9/2; 10/14; 11/4; 12/9; 2/10; 3/9; 4/13; 5/11. Times: 11am-12:15 (Note the change to 11/4 due to Veteran’s Day observance)
* AS114 Conference Room will be reserved for future meetings.

## Continuing Business:

### Paul Boyd-Batstone reported on the status of the FACT Charge to increase representation across the campus. The proposed FACT Charge was forwarded to the Academic Senate Office for action by the Executive Committee and Senate.

### Paul Boyd-Batstone reported that the comments and changes made by the FACT to Appropriate Use Policy (May 13, 2011) were made and that the current draft was forwarded to the Academic Senate for circulation and review.

### Interim AVP-ATS Roman Kochan reported that a campus-wide sight license for Qualtrics Survey Software was purchased to support qualitative research. This purchase was made in response to faculty requests.

## New Business:

AVP ITS, Janet Foster and Bryon Jackson, Director of Service Management & Operations-ITS, presented to FACT the Campus Legal Guidelines for Email Service and Usage, draft document. The presentation included a detailed overview of the purpose and background for the changes in email and calendar; the differences among individual accounts for faculty/staff, students, and shared accounts; and eligibility. Naming conventions and guidelines for termination were described. Practices related to security, privacy, and message recovery were discussed. Email message maximum sizes and quantities for broadcasting or mass messaging were detailed. Faculty and staff email clients and protocols, using campus email with mobile devices and email retention practices were provided. They outlined the phasing-in of the email system college-by-college on designated weekends. This process was chosen in order to concentrate efforts and staff on the needs of a single college one at a time.

Additionally, they responded to a number of questions about POP email storage issues, legal obligations governing automatic forwarding of emails to third party clients, the unified calendaring system, and the unified password system.

* Beachboard-Desire2Learn implementation: The members of FACT including Interim AVP-ATS, Roman Kochan, praised the efforts of Leslie Kennedy and her staff in making a smooth transition to the new BeachBoard-D2L learning management system. The trainings have been very well received and the HelpDesk is very responsive to the questions by faculty and students. The drop-in center format is a big hit with faculty who receive personal attention from very capable staff and student assistants.

Meeting Adjourned at 12:10 (MSP)

Minutes submitted by Paul Boyd-Batstone