

Technology Advisory Committee

Minutes

Thursday, February 1, 2024

3:00-4:00 pm

KL 420

Meeting Facilitator: Dr. Hayley Kazen-present

Invitees:

San Juanita Hernandez– Faculty Senate Appointee-absent

Devang Khambhati-COAS-present

Hugo Garica-SSB-absent

Cynthia Sosa-COED-present

Sumalai Maroonroge-CNHS-absent

Omar Ramirez-UC-absent

Eva Hernandez-KL-absent

Marvin Bennett-President’s Appointee-present

Fred Juarez-Finance and Administration-absent

Tony Ramirez-IT-present

Enid Nunez-IT-present

Azeneth Vazquez-Institutional Advancement-absent

Rene Prado-Enrollment Management-present

Mike Munoa-IT; ex-officio-present

- I. Review and approval of November Minutes
  - a. Will be done via email vote due to lack of quorum (passed)
- II. Old Business
  - a. Pending Action Items
    - i. Microsoft training catalog
      1. A pilot will be conducted in February with Mr. Castillo’s unit. There will be two outlook training session. Future sessions will be offered “cafeteria style” with a menu of options from which departments may select.
    - ii. Vote to include representatives from Student Engagement and Graduate School
      1. Will be conducted via email due to lack of quorum (passed)
    - iii. Maintenance schedule FAQ for Senate website
      1. IT has a draft that will be shared when completed.
    - iv. 3<sup>rd</sup> party vendor-software
      1. Tony Ramirez stated that into using the same vendor TAMU uses as Microsoft has been unresponsive.
    - v. Calendar committee-on FS agenda for 2/2
      1. There are some concerns that a complete calendar might be unwieldy. Dr. Kazen will ask the Committee on Committees to further explore.
  - b. Duo grace period elimination

- i. IT is working on a system whereby students must set up their Duo when they set up their email. This will eliminate the need for a 60-day grace period. The process will be complete by summer or fall. When the process is complete, students will not be allowed to set up an email without also setting up Duo.

III. New Business

a. Open Discussion

- i. Mr. Munoa will begin the process of setting the system maintenance schedule for the next academic year. Once he has a draft of the calendar, he will bring it to the committee for final approval. The system maintenance schedule will be posted on the Faculty Senate website.
- ii. Dr. Bennett stated that he had an issue with a screen in AIC 223, and his requested work orders were not completed. Mr. Munoa said he will look into it and that a contractor from out of town will likely need to be called.