

Technology Advisory Committee

Minutes

Wednesday, September 20, 2023

2:0-3:00 pm

KL 420

Meeting Facilitator: Dr. Hayley Kazen-Present

Invitees:

San Juanita Hernandez– Faculty Senate Appointee-Not Present

Devang Khambhati-COAS-Not Present

Hugo Garica-SSB-Not Present

Cynthia Sosa-COED-Present

Sumalai Maroonroge-CNHS-Present

Omar Ramirez-UC-Present

Eva Hernandez-KL-Present

Marvin Bennett-President’s Appointee-Not Present

Fred Juarez-Finance and Administration-Present

Tony Ramirez-IT-Present

Enid Nuez-IT-Present

Elizabeth Smith-Institutional Advancement-Not Present

Rene Prado-Student Success-Not Present

Mike Munoa-IT; ex-officio-Present

- I. Review and approval of April minutes
 - a. [Cynthia Sosa moved to approve minutes](#)
 - b. [Omar Ramirez seconded](#)

- II. Old Business
 - a. AI information ([Issue handled by Provost, Honor Council, DEITC](#))
 - b. TAMIU app information? ([Issue resolved](#)). Last year for current app. No discussion [about new app as of yet](#).
 - c. Dr. Vilorio-Rerouting to Teams when setting up WebEx ([Issue resolved](#))

- III. New Business
 - a. Tasks for the year
 - i. Quick tips for email retention and/or software installation
 1. Necessary? [The committee decided this was no longer necessary as both items are addressed in the Faculty Senate FAQ page](#)
 2. Part of Faculty Senate FAQs

- ii. **New faculty handbook description:** H. Kazen will work on a draft which will include the language used in the TAMIU strategic plan with regards to technology use. Suggestions from the committee concerning use of technology in student spaces and new IT initiatives will also be considered. Draft will be ready for October meeting.
- iii. **TAMIU Software Center**
 - 1. **Substantial decrease in offerings-**some software is purchased at the university level and is accessible throughout the university and licensed campus wide. Some software has campus wide licenses with a limited number of users. These are typically acquired by and billed to the department using them. Departments may purchase their own software (must be procured and funded). Office 365 (full office suite) may be downloaded to employees' personal machine. As of now, TAMIU does not offer free or discounted software for personal machines other than Office 365. Software installed on campus owned machines must go through the proper approval process. Mr. Munoa will further investigate the software offered at other TAMU system schools.
 - 2. TAMUS OIT has tried to consolidate, where possible, the contracts of apps at the system level. Below is a link that would be beneficial to share and OIT representatives can discuss/expand on this.
<https://it.tamus.edu/services/contracts/>
- iv. **Microsoft Training-**
 - 1. C. Sosa would like to set up Microsoft training for faculty and staff. Dr. Juan Homero Hinojosa (guest) suggested short videos/pre-recorded modules. Possible training: Forms, Outlook, OneDrive, Bookings, Planner. One suggestion is to send out a survey about what employees would like to be trained in and which method of delivery is preferred, perhaps a combination of videos and in person. It was suggested that attendees need to RSVP. This type of training could potentially TAMUS wide and coordinated. Mr. Juarez made some suggestions about training for staff.
- v. **Downloading information to external hard drives.**
 - 1. Some faculty have reported that when attempting to download information from their work machines to external hard drives, they receive a message this is not allowable. In one case, the faculty contacted the Help Desk and was told it could not be done. E. Nunez stated that personal, identifiable information cannot be downloaded. There is software installed that prevents extraction of sensitive data. Items not deemed to be sensitive SHOULD be allowed. If faculty are not

allowed to download information that does not contain sensitive information, they should contact OIT. Sometimes there are false positives concerning what is deemed sensitive information. Some issues could also be the format of the hard drive. OIT will fully describe this process, and it will be posted to the Faculty Senate FAQs.

- IV. For discussion: To be incorporated into committee description
- a. Pilot group for new IT initiatives
 - b. More input into how to incorporate technology in student spaces
 - c. Should these go in new committee description?

V. Open Agenda: ACTION ITEMS

- a. OIT-Draft an FAQ concerning downloading items to external drive
- b. Hayley-work on committee definition
- c. Mr. Munoa-find out about system software offerings
- d. Hayley-FAQ about help desk
- e. Cindy-Microsoft training update

OCTOBER AGENDA ITEMS:

1. Software issues: Are faculty requiring students to purchase software to be installed on personal computers? Potential issues: Software has gone through proper procedures so cannot be installed on loaner laptops or lab computers. Some students may not be able to purchase software.
2. Revisit email retention policy? Is it possible for the default setting to be ARCHIVE and the user may opt out?