

Meeting Minutes from

SENATE COMMITTEE – Education Services and Information Technology (SCEDIT)
STATE UNIVERSITY OF NEW YORK AT STONY BROOK

Date: April 19, 2024

Time: 3:00 pm – 4:05 pm

Location: Zoom Meeting

In Attendance: Keri Hollander, [Scott Campbell](#), [Simeon Ananou](#), [Rose Tirotta-Esposito](#), Michael Ospitale, [Thomas Wilson](#), Moshe Eisenberg, [Erez Zadok](#), Cynthia Davidson, [Chintu Pandya](#), [Diana Voss](#), Lenore Lamana, Victoria Pilato, Joseph Balsamo

Meeting called to order at 3:02PM, Adjourned at 4:04PM

As usual we asked the committee members for permission to record the meeting solely for the purpose of minutes. The recording will not be shared or referenced after the minutes have been completed. In this case recording didn't start until 3:34pm following a discussion of how the make-up of this committee would be affected by recent rule changes in the University Senate.

There were elections held on SOLAR with almost no candidates nominated and everyone confused. Keri and Scott met with Richard Stein who serves as the secretary to the University Senate for clarification. Ultimately, Richard recommended we vote for ourselves or others who want to serve. Then if needed the co-chairs can work to place people in the required positions.

In our discussion on this topic Tom Wilson, who also chairs the University Senate Environment Committee, suggested that we approach the University Senate Executive Committee to see if we could double the number of slots since this is a committee formed of two halves, Educational Services and Information Technology. Keri and Scott said they would speak with the Executive Committee about this.

We typically alternate who leads the meeting to make sure both Educational Services and Information Technology get a fair chance to present information. This wound up being a mixed conversation about how IT services are offered to support teaching and research across both sides of the campus.

Information Technology/Educational Services

A discussion ensued about how to deliver the necessary IT services to units that have a foot in both East and West campus. Which then led into a further discussion of AI in education and research at Stony Brook University.

Moshe Eisenberg: Many of these Google/Microsoft issues have been under serious discussion for several years and need some clarity regarding how to make this happen. If that involves a cost, then that needs to be defined and the focus shifts to raising or budgeting the funds needed to make this happen. We need to identify and resolve the issues that block the smooth working of Information Technology across campus.

Joseph Balsamo: Adding on to this, we should reach out to Gerald Kelly, CIO for Stony Brook Medicine, about being able to access some of these add ons for Google/Microsoft that would help with our research efforts but are blocked by both sides of campus. We understand that these have to be tested to make sure there are no security issues with campus but we need to start making teams to work on those tests to get things going.

To continue, on the topic of AI, we need to educate that faculty on these tools, not just the students. Today we were working on how to reach out the community about our work and a faculty member said the best thing you can do is don't include AI. AI is evil. It will be the downfall of any project you put up there. Maybe 20-30% of the faculty share this feeling that the robots are coming to take over.

Cynthia Davidson: We are struggling with the speed, the velocity of information that keeps changing and the research that brings new things every day. So over the summer things will continue to evolve and we may be really behind in the Fall semester. I think as a faculty member we could use a public communicator who is the nexus point for incoming research on AI. So we could get information on how AI works and we can explain it to students. Our students are trying to research AI, dealing with anxiety and emotional issues that their major may be irrelevant in 2 or 3 years.

Simeon Ananou: We need more AI awareness as an institution. We have made a funding request for 5-10 licenses of the prominent AI platforms. So we can understand what is happening and we can have conversations about them. Also we need to have conversations about the kind of university data that might leak in our interactions with Open AI (or others).

Erez Zadok: I have known colleagues doing AI in the 1970's so to me AI doesn't seem to move very fast. From a historical perspective the exact same concerns arose when Ford produced the Model-T. Things are moving too fast, all our jobs will go away, etc... This is true of all major technological advances: the telephone, the telegraph, automobiles, railroads, and the internet. So some areas, some jobs might become obsolete but new opportunities will arise in robotics, virtual reality. We need to embrace the change and prepare for it.

Perhaps what the university needs is an AI advocate, a Chief AI Officer.

Joseph Balsamo: This is a big thing that is moving fast so if we don't get out in front of this we can get left behind and it will be much harder to catch up. People will use this technology, if it isn't available through the campus they will find other ways. That puts university data at risk. We need some type of committee or group that will review this stuff before we get to a point where we no longer have a choice.

[Keri Hollander:](#) We may have to have a working group to dig into this, bring this back to our committee and eventually the Executive Committee.

Victoria Pilato: Regarding AI literacy, the library is hiring for digital literacy. We would like to see this included in the standard curriculum and thank you Cynthia for the kind words about the libraries work on AI.

Erez Zadok: Maybe this committee needs a member that is an expert with AI, a slot in this committee could be filled by a faculty member who's area of study is AI and keeping up with the cutting edge in that field.

[Simeon Ananou:](#) I will make sure to summarize or relay these comments to the University's upper administration. The strong desire of this committee to take faster steps to do something about AI, whether it's AI literacy and to address some of the other concerns of members of our community.

Working Group on staff retaining Google Mail and Drive access after retirement

- Members Tom Wilson, [Keri Hollander](#), Moshe Eisenberg, [Scott Campbell](#)

We are reaching the end of our meeting so we need to make time for Tom to present the findings of the working group. We can continue this in our next meeting to give you adequate time but Tom please give us your report.

Tom Wilson

Thank you Simeon and Michael for how forthcoming and responsive you have been in our email exchanges on this topic. The news is mostly good.

Arrangements available to staff **BEFORE** retirement date

There are processes to allow an employee to set up auto responders and delegate email access. I will refer to those as consensual processes, they are automatic. However, an employee leaves Stony Brook University without something called **extended access**, which has to be requested by an individual before departure and endorsed by the department.

I am retiring in 33 days after 45 years of working at Stony Brook University. My department will be placing me on affiliate status I don't want to bounce hundreds of emails while my status transitions.

Arrangements available to staff **AFTER** retirement date

If someone has left Stony Brook University and didn't avail themselves of the process outlined above the process is more complex. Requests, forwards and other things can be requested by anyone but need the approval by the head of the department, HR and SUNY Counsel.

DoIT policy has been to grant extended access for a period of weeks to a couple of months. This is definitely not long enough for someone that has worked here or decades. My suggestion would be to have the department head make a suggestion for the length of up to a year with a reminder sent a month before extended access expires and the department would have to have some kind of justification for the extended access.

Google Drive files can be moved to shared drives. In my case I have a LOT of files to move. Many of these files are shared files and to move it requires me to download the file then upload it which is a lot of work when we are talking about hundreds or thousands of files. Perhaps there's an easier way to make this happen with someone that has greater rights in Google.

There are connect accounts that can be created for retirees before they retire to make for a smoother transition. Currently this cannot happen until the status of a person has changed to retired in PeopleSoft. I believe this should be changed.

I would like to commend DoIT for adding a section on business continuity to the departing Stony Brook web page in the last month or so., <https://it.stonybrook.edu/guides/leaving-stony-brook>. I hope this section can continue to be expanded and refined. I believe a report from this committee published to the Senate website will help with publicizing these practices to a wider audience. I will have a report prepared for approval by this committee at the May meeting.

MAINTAIN BUSINESS CONTINUITY
Do the following before you leave SBU as best practices to maintain business continuity when employees/student workers leave the university

- Email**
Set up the following as needed:
 - Delegate access to your account for someone else in your department.
 - Create a vacation responder that automatically replies to emails directing senders on who to contact instead of you.
 - Set up email to forward to someone else in the department.
- Drive Files**
If you own Google Drive files that others will need continued access to, complete the following:
 - Transfer ownership of files so others in the department can still access them.
 - Alternatively, request a Google Shared Drive, and move the files there in order to ensure access.
- Shared Mailbox**
For better continued access to email, even if only one person performs one of the following tasks, request a Shared mailbox:
 - Vendor interactions
 - Financial or budget matters
 - Course or training materials

(Shared mailboxes should have at least two administrators, even if only one person regularly accesses the mailbox)
- Access Accounts**
For accessing accounts of employees that have already left SBU, submit a ticket to the Service Desk for further assistance.

TAKE ACTION

If you would like to retain old emails, documents, and other relevant materials, follow this guide:

D2L Brightspace
If you would like to retain documents and other course materials after you graduate or leave the University, you must download the desired files to your computer prior to your NetID being deactivated. Once your NetID is deactivated, or the course is no longer available, you will not be able to access course documents and other files.

Note: Documents and other course materials are the intellectual property of the course instructor.

[BRIGHTSPACE >](#)

Digication
Currently, if you have created an ePortfolio using Digication, you will be able to take it with you once you graduate. Contact the Digication Help Desk at support@digication.com or 1.888.342.DIGI and let them know you are a Stony Brook University Alumni requesting Alumni access to your Digication account and that you would like to confirm your current email address and password. Next you can log into Digication and click the "Log in as alumni" link with your updated email and password.

[DIGICATION >](#)

Google Workspace
All Google accounts require NetID authentication, and as a result, once your NetID is deactivated, you will no longer be able to access your Stony Brook Google account. Retirees can request an account on the Retiree domain.

- **Google Calendar**
 - [Instructions for Exporting your Google Calendar data.](#)
- **Google Contacts**
 - [Instructions for Exporting Google Contacts.](#)
- **Google Mail, Drive, Sites**
 - [Google Takeout](#) is a service that will back up your Google Account files onto your computer. This allows you to take all of your desired documents, calendars, mail and more at once. Emails will be MBOX files and Google Docs, Sheets, Slides will download as Word, Excel and PowerPoint files, respectively.
 - [Google Transfer](#) is a service that will transfer your Mail and Drive files to a personal Gmail Account. You will need to ensure you have enough storage space before the transfer.

[GOOGLE APPS >](#)

Handshake
Add an alternative email to Handshake before you complete your time at Stony Brook University.

Handshake allows users to add an alternative email address to their Handshake accounts. This email can then be used as your primary contact email once you graduate and no longer have access to your Stony Brook email. Alumni will then use this secondary email address to log into their account instead of the NetID and password.

Steps to Add A Second Email

1. Log into your Student Handshake account
2. Locate your Account in the top-right corner (Circle icon with initials or your photo)
3. Click Settings
4. On the page that loads, scroll down to the bottom of the Account Information section to **Emails** and click **+Add another email**
5. Once entering the alternative email into the text box, make sure to click the **Add Email** button to the right
6. You have 7 days from adding the email to confirm it via a Handshake email

For a visual step-by-step walk-through, visit [Update Your Primary Email Address in Handshake](#)

[HANDSHAKE >](#)

Moshe Eisenberg: I am grateful for Tom's initiative in this area, he was able to frame these issues in such a way that they can become action items. Thank you Simeon and DoIT in general for being very forthcoming with answers that were very useful.

Tom Wilson: It's my intention to circulate the draft around, have this committee approve the report and then we put it up on the Senate website. I think it would make a huge difference in business continuity to let people know they have these kind of options.

[Simeon Ananou](#): Tom congratulations on your upcoming retirement. I want to thank you for your patience so we could work through these issues in a professional manner. This has allowed us to document some processes that weren't well documented before. I hope this work is going to greatly benefit the entire campus community, especially our colleagues who may be on their way out. Thank you for raising these issues.