MINUTES
UNIVERSITY TECHNOLOGY ADVISORY COMMITTEE (UTAC)
Tuesday, September 22, 2026 | Microsoft Teams

Attendance
Introductions were provided by committee members and guests present, including representatives from Academic Affairs, Administration and Finance, IITS, Extended Learning, the Library, ASI, faculty, staff, and campus leadership.

The meeting was called to order at: 11:03 AM.

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1) **APPROVAL OF AGENDA**
    a. The committee reviewed the agenda items shared through email, calendar invitation, and meeting chat. No objections were raised.

2) **CHAIR'S OPENING REMARKS -- Tony Chung**
    a. The Chair welcomed attendees and explained that meeting transcription was enabled to support note taking and minute preparation. Attendees were informed that audio and video recording were not being conducted. The committee conducted member introductions before beginning business.

3) **COMMITTEE CHARGE -- Leon Wyden Jr.**
    a. Vice President Leon Wyden Jr. reviewed the purpose of the committee on behalf of university leadership. The committee was described as a governance and advisory body supporting technology planning, prioritization, strategy, communications, and policy recommendations.

    b. Members were encouraged to serve as ambassadors between IITS and their respective constituencies by gathering feedback and communicating technology initiatives. The committee will provide recommendations to support the university's evolving technology needs and help guide future investments and priorities.

    c. Discussion followed regarding how recommendations from the committee are communicated to university leadership. It was explained that feedback is conveyed through regular meetings between IITS leadership and executive administration. Resource levels, campus growth, research expansion, and comparisons to peer institutions were identified as continuing areas of analysis.

4) **COMMITTEE BUSINESS**

a. Membership Update
    i. The Chair noted that a representative position from the College of Education, Health and Human Services remained vacant and that recruitment efforts were underway. Additional representation may be added in future meetings.

b. Review of Technology Themes and Priorities
    i. The committee reviewed major themes identified during the prior year, including:
        1. Artificial intelligence
        2. Process streamlining
        3. Emerging technologies
        4. Cybersecurity
        5. Major IT initiatives
        6. Research support
        7. Cost pressures
        8. Staffing constraints
        9. Foundational technology infrastructure and connectivity

    ii. Members affirmed these themes and discussed their continued relevance for the upcoming year. Discussion included:
        1. The importance of benchmarking against peer institutions while recognizing differences in mission, organizational structure, and technology environments.
        2. Opportunities for the university to lead innovation rather than solely follow practices established elsewhere.
        3. The value of reducing duplication of effort and improving collaboration across institutions and departments.
        4. The need for common standards and greater alignment where appropriate.

c. Discussion Highlights for 2026–2027
    i. The committee reaffirmed three ongoing discussion areas:
        1. Capacity and demand pressures created by continued campus growth.
        2. Communication strategies for delivering important technology updates and gathering campus feedback.
        3. Reducing duplication of effort through improved coordination and information sharing.

    ii. Additional areas of focus include artificial intelligence, accessibility, research computing and support, process improvements, and workforce preparedness.

5) **SUMMER AND EARLY FALL TECHNOLOGY UPDATES**
    a. Instructional Continuity Resources
        i. Following major service disruptions affecting instructional systems and email services, IITS and instructional support partners expanded instructional continuity resources designed to help faculty maintain instruction during outages and other disruptions.

        ii. Committee members discussed the importance of backup strategies, including offline access to critical teaching materials and grade information. Feedback was provided regarding the value of gradebook backup efforts completed during prior incidents.

    b. Systems Status Page
        i. A new systems status page was introduced to provide campus-wide information regarding outages, maintenance activities, and service availability. The goal is to create a centralized location where users can verify the status of major campus technology services.

    c. Technology Refresh Program
        i. The committee discussed the continuing pause of the automatic campus technology refresh cycle.

        ii. The Chair explained that while automatic device replacement remains paused, functioning replacement devices continue to be provided when needed. The pause was implemented in response to budget considerations and to support a broader reassessment of long-term technology replacement practices. Additional information will be provided at a future meeting.

    d. Instructional Design Services Transition
        i. Members were informed that the Instructional Design Services team had transitioned organizationally from IITS to the Faculty Center within Academic Affairs. The team's services and personnel remain unchanged, and collaboration between units continues.

6) **PRESENTATION**
    a. ChatGPT EDU and AI Platform Changes -- Tasos Lazarides, Director of Digital Transformation
        i. Usage Limits
            1. Beginning September 2026, advanced ChatGPT EDU features became subject to daily and weekly usage limits. High-volume users may experience interruptions when reaching established limits.

2. The committee was informed that campus administrators cannot increase usage allocations or reset limits. OpenAI and CSU administrators continue to evaluate options for users with extensive research or instructional demands.
3. Discussion highlighted that Microsoft Copilot may provide alternatives for certain activities, although feature parity between platforms is not complete. Committee members suggested developing comparison documentation to help users understand which services overlap and which capabilities remain platform-specific.

ii. Custom GPT Deprecation
    1. Creation of new Custom GPTs will no longer be available after October 26, 2026.
    2. Existing Custom GPTs are expected to remain accessible until February 27, 2027.
    3. Users will need to transition workflows to alternative tools and approaches, including plugin-based solutions and other AI platforms.
    4. Faculty using Custom GPTs in coursework and assignments may need to revise instructional plans.

iii. AI Communications Strategy
    1. A significant portion of discussion focused on how rapidly changing AI technologies should be communicated to the campus community.

    2. Suggestions included:
        a. Allowing users to subscribe to targeted update lists.
        b. Developing technology-focused newsletters.
        c. Leveraging existing college and dean communications.
        d. Using website banners and centralized information repositories.
        e. Implementing RSS or categorized notification systems distinguishing major and minor updates.
        f. Identifying methods for collecting feedback from students, faculty, and staff.

    3. Members emphasized that instructional impacts should be communicated as early as possible while balancing the challenge of rapidly changing vendor announcements.

7) ACTION ITEMS

a. None.

8) INFORMATION ITEMS

a. Committee membership recruitment continues for vacant representative positions.
b. Instructional continuity guidance has been expanded following recent service disruptions.
c. New technology status communications resources are available.
d. Significant changes to ChatGPT EDU licensing and functionality are expected during the academic year.
e. Communication strategies for technology updates will remain a standing discussion topic.

9) ADJOURNMENT

a. The Chair thanked participants for their contributions and noted that the committee meets on a biweekly cadence.

The meeting was adjourned at: 12:03PM

Minutes prepared by Copilot from meeting transcript, and edited and reviewed by humans