

Resolution on Migration from Google Apps to Microsoft Office 365

Whereas, in *the Google Apps vs. Microsoft Office 365 Information & Discussion Forum* (“the Forum”) on October 9, 2015, faculty members, along with student representatives and staff members, explicitly expressed their concerns with the possible transition from a Google-based system to Microsoft Office 365 and strong interest in being involved in the decision-making process; and

Whereas, in the same meeting, the Chief Information Officer publicly and unambiguously assured that:

- 1) A decision to switch to Microsoft Office 365, if it ever happens, would not take place for at least another year; and
- 2) Such a decision would never be made without consultation with faculty members; and
- 3) The IT department would keep the faculty informed of every development on this issue; and

Whereas, the results of the Forum participant survey indicated that the lack of transparency in the decision-making process and possible disruptions in the transition from Google to Microsoft Office 365 are major concerns; and

Whereas, in the Faculty Senate meeting on March 11th, 2016, the Chief Information Officer revealed that the College had already decided to switch from the Google-based system to the MSO system as soon as August 2016; and

Whereas, despite the stated assurance from the Chief Information Officer at the Forum, this decision was made in the absence of communication or consultation with stakeholders, including the faculty; and

Whereas, information technology is a critical infrastructure for scholarship, pedagogy, and communication; and

Whereas, the changes in the cloud platform may have a strong impact on teaching tools, research activities, and communication practices; and

Whereas, all constituencies of the College should strive to foster a culture of effective communication and cooperation,

Now, Therefore, Be It Resolved That, the Chief Information Officer shall provide explicit answers for each item on “*The Questions Concerning Google Apps - Microsoft Office 365 Migration at SUNY Old Westbury*” to the Faculty Senate and Student Government Association within two weeks from the delivery of this resolution.

The Questions Concerning Google Apps - Microsoft Office 365 (MSO365) Migration at SUNY Old Westbury

A. Decision-Making Process

- A1. When was the decision to switch to MSO365 made?
- A2. Who was involved in the decision-making process?
- A3. Who among the faculty were consulted in this decision?
- A4. Who among students were consulted in this decision?
- A5. Who among professional and administrative staff were consulted in this decision?
- A6. Other than direct consultation with the faculty and students, how did the IT Department assess the needs and concerns of users?
- A7. How does the IT Department plan to get feedback from faculty, students and staff on their needs and incorporate them in future decision-making regarding 1) the transition to and use of the cloud platform, and 2) other IT resources concerning teaching, learning and communicating? Please provide concrete plans.

B. Transition Process

- B1. When will the transition from Google Apps to MSO365 begin? When will it be completed? Please describe the schedule or incremental process, if any.
- B2. Can users continue to use their Google account as a school account if they prefer? If yes, how could users make a request to do so (if necessary)?
- B3. Will the IT Department provide targeted training/workshops on MSO365? If so, when, and how often?
- B4. What other plans does the IT Department have to assist users in this transition?

C. Compatibility – General

Please provide a detailed spec of MSO365 *as it will be implemented at the College*, and make a side-by-side comparison of the supported features with the Google Apps we currently have.

D. Email

- D1. Will all existing emails migrate to MSO365?
- D2. Will the complete contact list (including all listservs/groups) migrate to MSO365?
- D3. Are there any known issues regarding Google – MSO365 email migration? If so, what are they, and how are we addressing the issues?
- D4. How shall users prepare for email migration?

E. Cloud Storage & Other Apps

- E1. Will all existing content of Google Drive migrate to MSO365?
- E2. What will happen to Google App data that are not compatible to MSO365 in the process of migration?
- E3. Users have linked many Google Docs to Blackboard as teaching resources. Do they have to manually re-link all of them?
- E4. How will Google Forms and data migrate to MSO365? What will be used in place of Google Forms?
- E5. Many users write papers in Google Docs and work from different locations. Can users access MSO365 from any computer with an Internet Connection, or will they be limited by the five MS licenses that will be provided?
- E6. Users collaborate with scholars outside of the US using Google Drive. How will this transition affect the ability to collaborate with research partners?