**Information Technology Committee   
Minutes**

**February 24, 2023  
10:10 a.m. – 11:00 a.m.   
Cougar Room**

*The Information Technology Committee serves as the central focal point to examine technology planning and operations at Taft College. The Committee provides a forum for input from all campus constituents and acts as a resource with regard to technology planning and operational effectiveness. The Committee receives input, recommends areas of interest, analyzes technology effectiveness, and makes recommendations regarding technology-related matters including training needs. The Committee leads the development of the Technology Master Plan and provides annual updates to the plan.*

**Members Present:** Dr. Xiaohong Li (co-chair), Jon Farmer (co-chair), Tiffany Rowden,   
John Dodson, Dr. Amar Abbott, Mark Gibson, Dave Reynolds, Dr. Abbas Jarrahian,   
Dr. Leslie Minor, Rafael Andrade, Terri Smith, Dr. John Eigenauer, and Dr. Damon Bell

**Members Absent:** Dr. Sharyn Eveland, Allisa Tweedy and Gustavo Gonzalez

**Student Representative:** Absent

**Guest:** Serena Carter

**Facilitator:** Dr. Xiaohong Li **Recorder:** Brandy Young

**Review Minutes from January 27, 2023**The committee approved the minutes without changes.

**Review AP 3720 – Computer and Network Use Procedure – District Employees**

Committee members reviewed Administrative Procedure 3720. This document was last reviewed and approved on April 14, 2021. The document follows the same guidelines used by community colleges across the state. Suggestions were made for minor updates to the document:

* Remove District Employees from the title.
  + The procedure applies to all who have access to the District network.
* Page 4 – CP 3400 (typo)
* Page 5 – Remove the word “hard” from hard copy. All copies are now distributed and signed digitally.

Dr. Eigenauer has requested to revisit page 4; Disclosure: No Expectation of Privacy. Dr. Eigenauer would like to continue the discussion of the language within the paragraph that has raised concerns for many years. This item will be added to the next agenda to allow for an adequate amount of time for discussion. It will also allow for others interested in the subject to attend the meeting. This discussion item was not specifically detailed in this meeting agenda.

**Minimum Hardware Standards (Information item)**

Information Technology posts on its website a list of recommended minimum specifications for computer hardware. The list is updated as needed as new specifications become available. Prices on the webpage are listed for budgeting purposes only and prices may go up or down at any time. The link to the page is: <https://ct-prod-wp.taftcollege.edu/its/minimum-hardware-standards-guide/>

**Web Accessibility Training – New Website**

Jon Farmer made a recommendation which would require accessibility training for all content managers that are responsible for webpages on the College’s new website. The new website interface, Modern Campus, may have default features already in place that will allow for content to be compliant with accessibility standards. A plan to implement training will be discussed in the 508 Committee meeting as well. General training for the new website will be provided at multiple levels.

**Other**  
Requested item for next meeting agenda: Status update on migrated email.

**ITS Update**

* Classroom AV II Project – Serban Sound provided an installation schedule which has been shared with Facilities, Human Resources, and Instruction. Work will begin during spring break and continue into summer.
* UPS Data Center – Work has begun on the update of the UPS Data Center. A meter has been placed to record usage so the appropriate settings can be installed. Downtime will be minimal. An installation schedule will be provided by Burt Electric.
* Wireless Access Points – Wireless access points will be updated/installed across campus. All equipment has been received and is in storage. Installation will begin with the Wildcat Dorms.
* Wi-Fi for Gym, Softball and Baseball Fields – The bid proposal for installing the hardwire for Wi-Fi access to these athletic areas will go for Board approval in March.
* Phone systems – Research is being done to migrate phone service to one provider instead of separate providers for local and long distance. Using one provider will save money and eliminate current usage issues.

**Distance Education Update**

* Skill Up Training – Friday, March 10, 2023, in T-14
  + Training in Canvas Studio – Embedding and editing videos and sharing links

**Next Meeting:**

The next meeting will be on March 24, 2023, at 10:10 a.m. in the Cougar Room.

**Respectfully Submitted by Brandy Young**