Minutes for: September 20, 2024 9:13

**Call to Order:** Xiaohong Li,

**Attendees:** Jon Farmer, Xiaohong Li, Amar Abbott, Abbas Jarrahian, David Reynolds, Gustavo Gonzalez, Terri Smith, and Mark Gibson

**Absent:** Tiffany Rawden, Allisa Tweedy, John Dodson, Kyle Webster, and Heather Cash

**Approval of Minutes**

• Approval of April Minutes: o The committee unanimously approves the March minutes.

**Action Item**

• **ITC Charter** o Xiaohong proposed to change to the Charter in the section “Specific Responsibilities” Xiaohong proposed to change number 2 to reflect the following**:** • Leads and supports the development of the Technology Plans.

• Instead of Leads the development of the Technology Master Plan

o The committee voted and approved unanimously for the ITC Charter.

**Discussion Items**

• Building TC Tech Strategies Plan-Outline and Consideration o This was Xiaohong’s summer homework, which included an outline with nine categories. For category three, "What issues can technology address at the college/district?" Amar inquired about who the Professional Development would be for—IT staff, DE staff, or everyone. Xiaohong clarified that it would be for all staff. She also emphasized that Cybersecurity and Accessibility need to be incorporated into the TSP. Xiaohong explained that once the Education Master Plan is drafted by November, ITC will have a clearer understanding of the funding needed for our technology initiatives. David asked if ITC (IT) has already received funding, to which Xiaohong confirmed that they have funding from FTEs, the Chancellor’s Office, and grants. David then inquired about the Cybersecurity replacement, and Xiaohong noted that while there is funding to support Cybersecurity, there is currently no replacement plan in place. Terri asked when students would transition to the TC email, and Xiaohong responded that coordination with Student Services is necessary before that can happen. The discussion also covered Banner in detail.

• Information-AI use guidance o Xiaohong said that this is just for informational purposes.

• ITS Updates o 2FA (Two-Factor Authentication) was discussed and is well underway. One will be required to use 2FA when working remotely.

o AV system will enhance the services support. They are also working with IT and set up the system.

• DE Updates o Jon announced that on October 2nd Jon will be presenting AI for students.

**Other Business**

• David enquired about the Director of IT position. Xiaohong said this position will help support cybersecurity as well.

• Next meeting will be October 25, 2024 10:10-11:00.

**Adjourn:** 10:55

**Minutes Submitted by:** Jon Farmer