**Members Present:** Terri Smith, Mark Gibson, Gustavo Gonzalez, Dr. Amar Abbott,   
Dave Reynolds, Dr. Abbas Jarrahian, Allisa Tweedy, Brett Redd, Rafael Andrade,   
Heather Cash, Kyle Webster, and Dr. Xiaohong Li

**Members Absent:**   
John Dodson, Tiffany Rowden, and Jon Farmer  
 **Student Representative:** None **Facilitator:** Dr. Xiaohong Li **Recorder:** Brandy Young

**Review Minutes from November 22, 2024**The committee approved the minutes with corrections to Rowden and Farmer. Removed the grammar error under ITS Updates: “which will.”

**Exploration of Improving Cybersecurity: Training**Spring 2025 Inservice Training – a link was sent out to those who had yet to participate in the online course. An error was identified regarding the two-factor question. This will be reviewed and corrected. The College was awarded a $2500 cybersecurity grant. This money will be used to purchase T-Shirts, jackets and to create flyers for awareness.

**Make Recommendations for Resources in the Classrooms**This item will be presented at Governance Council for discussion. A survey will be conducted to collect feedback from faculty. To collect student feedback some ideas were shared:

* Have a counselor attend classes to speak to students.
* Provide an incentive to collect student feedback: student supplies, gift cards, etc. Foundation money has been used in the past for this type of activity.

This topic will be addressed in the updated Technology Master Plan.

**Review Acceptable Use Policy (AP and BP 3720**

After much discussion, the committee agreed to leave out the optional language regarding Title IV Information Security Compliance:

*In accordance with the Gramm-Leach-Bliley Act for entities that participate in Title IV Educational Assistance Programs, the District will develop, implement, and maintain a comprehensive information security program containing administrative, technical, and physical safeguards.*

**ITS Update**

* The IT department is working on the MyTC account lock-out issue. If the MyTC account has multiple outside attempts to log in, the system will automatically lock out the user. The user can call the IT department and ask to have the password reset or wait for one hour. The system will reset itself allowing for access.
* 2FA for students will be implemented at the end of this spring semester. This will be a campus-wide effort to ensure a smooth implementation.
* District-wide Printer Replacement project
  + The contract has been awarded to American Business Machines. The process to remove all the old equipment will begin soon. The goal is to have all the new equipment installed by March 2025.
* All students will be given a standardized email. Students will be strongly encouraged to use this email for school communication. The information regarding the student email account will be shared during orientation. This will be a campus-wide effort with the collaboration of all departments to increase student awareness.

**Distance Education Update**

* Training is ongoing for City Labs Plus, an accessibility tool within Canvas. Skill-Ups and Lunch & Learn events will be planned.
* Atomic Search and Immersive Reader are also accessibility tools being shared with faculty and students.

**Next Meeting:**

The next meeting will be on Friday February 21, at 10:10 a.m. in T-10.

**Respectfully Submitted by Brandy Young**