*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:** Terri Smith, Mark Gibson, Jon Farmer, Gustavo Gonzalez,   
Dr. Amar Abbott, Dave Reynolds, Dr. Damon Bell, Dr. Abbas Jarrahian, Dr. Leslie Minor,   
Kyle Webster, and Dr. Xiaohong Li

**Members Absent:**   
John Dodson, Tiffany Rowden, Rafael Andrade, Allisa Tweedy, and Heather Cash  
 **Student Representative:** Yareli Perez & Luz Robles

**Facilitator:** Jon Farmer **Recorder:**

**Review Minutes from September 22, 2023**The committee approved the minutes without changes.

**Review BP 3720, 3725, AP3720, and AP 3725**The members of the committee reviewed BP 3720, 3725, AP3720, and AP 3725. Dr. Li informed everyone about a recent cybersecurity incident at Rio Hondo Community College and advised caution while opening attachments or clicking links in external emails. Kyle Webster raised a concern about the increasing number of phishing emails in our system compared to other colleges or universities. To address this, Dr. Li explained that the Chancellor's Office had funded the installation of Microsoft A5 defender, which could help us prevent phishing emails. The ITS department will conduct further research and reach out to other schools to learn how they are handling potential phishing emails. The committee will be updated on this matter during the next meeting.

**File Server Replacement Plan**

Dr. Li shared that the current file server (ct-prod-fs) is at end of life. The new file server (fileserver) has been configured and is ready to be used. The planned date for the file server replacement is on Jan. 3rd. The ITS department will send out the file server replacement announcement in November, December, and January 2, 2024. In addition to the announcement, the ITS department will prepare the instructions for connecting to the new file server. The instructions will be shared with the Office of Instruction and the Governance Council.

**ITS Update**

* ITS is working with Serban Sound to assess the possibilities of changing an evaluation of S1-3 and G-7 classrooms.
* ITS is working on preparing Cybersecurity Training and best practices.

**Distance Education Update**

* SkillUp - November 17th 10-11. This SkillUp will be online.

**Next Meeting:**

The next meeting will be on November 17, 2023, at 9:10 a.m. in T-10.

**Respectfully Submitted by Xiaohong Li and Jon Farmer**