*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, John Dodson,   
Dr. Amar Abbott, Dave Reynolds, Dr. Damon Bell, Dr. Abbas Jarrahian, Dr. Leslie Minor,   
Dr. Xiaohong Li, Allisa Tweedy and Heather Cash

**Members Absent:** Tiffany Rowden, Kyle Webster, and Rafael Andrade  
 **Student Representative:** Absent **Guest:** Jaime Lopez

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

**Review Minutes from April 28, 2023**The committee approved the minutes without changes.

**Review and Approve Charter for Governance Council**The Charter was approved with one change:

* Add a Distance Education Representative

**Committee Annual Review and Self-Evaluation**The committee performed their self-evaluation and updated the review form. The three goals set last year are completed and/or still in progress and have been rolled over as continuous goals for the 2023/24 year. The goals are as follows:

1. Review of Acceptable Use Policy
2. Make recommendations for resources in the classroom/complete all classroom technology upgrades.
3. Exploration of improving cybersecurity
4. Professional development budget for ITS and DE staff.
   1. The committee had an in-depth discussion on the need for continuous training for ITS and DE staff to stay up to date with all of the new technology provided. The committee agreed that the college should make professional development an ongoing, earmarked expense in the budget.

**Other**

* David Reynolds informed the committee of there are issues with the Science classroom TVs. When the TVs were replaced in the Science classrooms, they were downsized making it difficult for students sitting in the back of the classroom to see the screen. The IT department will investigate the problem and work to resolve the issue.
* Jon Farmer announced the new Accessibility Technician position has been filled. Julie Bush is the newest member to the DE department and will assist faculty with accessibility content in classrooms and other technology.

**ITS Update**

* The ITS department is consistently working on updating classroom technology and Wi-Fi accessibility.
* Microsoft A5 implementation is beginning.
* 2FA will be implemented soon.

**Distance Education Update**

* Monthly SkillUps will resume on September 15th with a focus on AI, The Pros and Cons. Immediately following the SkillUp there will be a presentation on Instructional Design Principles.

**Next Meeting:**

The next meeting will be on September 22, 2023, at 10:10 a.m. in T-10.

**Respectfully Submitted by Brandy Young**