*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, Gustavo Gonzalez, Rafael Andrade,  
Dr. Amar Abbott, Dave Reynolds, Dr. Abbas Jarrahian, Kyle Webster, and Dr. Xiaohong Li

**Members Absent:**   
John Dodson, Jon Farmer, Tiffany Rowden, Dr. Leslie Minor, Allisa Tweedy, Dr. Damon Bell, and Heather Cash  
 **Student Representative:** Absent

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

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

**Cybersecurity Awareness Training**Dr. Li gave an overview of the cybersecurity assessment that was conducted for the campus. The results of that assessment led the Chancellor’s Office to classify TC as “high risk” for cybersecurity attack. The ITS department has been researching online training to be offered to all TC staff. The online platform to be used will most likely be the Chancellor’s Office Vision Resource Center. The training video lasts about 15 minutes. The Chancellor’s Office “highly recommends” that training should be offered. At this time the training is not mandatory. Adding the mandatory training language to AP 3720 is currently under discussion.   
**AP 3720 Computer and Network Use Procedure – Cybersecurity Training**The ITC will make a recommendation to the Governance Council and to the Academic Senate to add language to AP 3720 for mandatory cybersecurity training. Some topics of discussion are:

* Will training will be offered every year?
* The training will be for TC staff only.
* Will be added as a component of “new hire” onboarding.
* Training for students will be offered after more research and discussion.
* The ITS department will look at the “League of Colleges” templates for language.

**ITS Update**

* The campus copier contracts will expire soon. The ITS department has met with 3 new vendors who have given presentations. The current lease holder is U.S. Bank and C.A. Reding has the service contract.
* 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 is working with Serban Sound to assess the possibilities of changing an evaluation of S1-3, G-7, and other classrooms; safety compliance standards have to be followed.

**Distance Education Update**

* None

**Next Meeting:**

The next meeting will be on January 26, 2024, at 10:10 a.m. in TBD.

**Respectfully Submitted by Brandy Young**