*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, Dave Reynolds,   
Dr. Abbas Jarrahian, Dr. Xiaohong Li, Allisa Tweedy and Heather Cash, Kyle Webster, and Rafael Andrade  
 **Members Absent:** Dr. Leslie Minor, Tiffany Rowden, Jon Farmer, John Dodson,   
Dr. Amar Abbott, and Dr. Damon Bell,  
 **Student Representative:** Absent **Guest:** None

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

**Review Minutes from August 25, 2023**The committee approved the minutes without changes.

**Classroom Equipment**Serban Sound will visit classrooms to assess the TV locations and size. They will see if there are other options available to make it easier for students to see the TV screens while staying in compliance with OSHA regulations.

Classroom microphones will be collected from classrooms and stored in the IT department. Faculty may check out the microphones as needed. The IT Help Desk Technician will provide brief training on how to use. This will allow for a savings in battery life and cost.

**AI Policy and Discussion – CISOA Advanced Seminar Updates (PowerPoints)**

Dr. Li shared the PowerPoints from the CISOA seminar. She stated that AI is a hot topic and has recommended the ITC begin the conversation with their constituents on creating a district-wide policy on AI usage. She encourages faculty to participate in upcoming conferences on the subject. The Distance Education department will be providing training on AI. This topic of discussion will be a future agenda item. Dr. Li will begin researching sample language for an AI policy.

**ITS Update**

* Phone Project  
  The campus phone system has been updated from two providers to one. Improvements to the system include caller ID, and better long-distance service. Consolidating to one provider will save the District considerable cost.
* Wi-Fi Project  
  All access points on campus have been replaced allowing for expanded capacity. Students can return any borrowed MiFi devices. The next step will be to replace all switches on campus.
* Cybersecurity Project – InTune and A5   
  This project has been funded by the state Chancellor’s office and is designed to enhance campus-wide cybersecurity, focusing on Microsoft devices and usage. Once this project is completed the 2FA feature will be enacted. The goal is to implement 2FA in January 2024.
* SSO – Microsoft Outlook for Staff  
  Single Sign On for campus email will be included in the MyTC portal. Only one username and password will be utilized.
* EOL Server – Marquee  
  The server that is used for the marquee is no longer functionable. The project will be led by Facilities and Maintenance. The marquee will be replaced and will be about the same size.

**Distance Education Update**

* No updates

**Other**Faculty are encouraged to begin using Banner 9 and have been asked to report any issues to the IT department. Banner 8 will be discontinued in June 2024.

**Next Meeting:**

The next meeting will be on October 27, 2023, at 10:10 a.m. in T-10.

**Respectfully Submitted by Brandy Young**