

**Information Technology Committee   
Minutes**

**Friday, November 19, 2021  
10:00 a.m. – 11:00 a.m.  
Zoom**

*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**: Dr. Xiaohong Li (co-chair), Dr. Marianne C. Bishop (co-chair), Rafael Andrade, Dr. Damon Bell, Dr. John Eigenauer, Dr. Sharyn Eveland, Gustavo Gonzalez, Dr. Leslie Minor, David Reynolds, Alissa Tweedy, Brandy Young, Mark Gibson, Dr. Abbas Jarrahian

**Members Absent:** John Dodson, Tiffany Rowden, Nikki Crane, Dr. Amar Abbott

**Student Representative**: Josue Felix - Absent

**Facilitator:** Dr. Xiaohong Li

**Recorder**: Brandy Young

**Meeting Called to Order**:   
The meeting was called to order by Dr. Li at 10:00 a.m.

**Review Minutes from October 15, 2021**

The committee approved the October 15, 2021 minutes with the correction to Mark Gibson removed from the Members Absent list. One abstention is recorded from Dr. Leslie Minor.

**Discussion**

1. Two-Factor Authentication (2FA) for remote access to systems and services

Dr. Li shared the PPT presentation that will be used to introduce the implementation of a Two-Factor Authentication process. There has been discussion in the past if this process should be implemented or not. The ITS department highly recommends that the campus move to a 2FA. The reasons that were presented are:

* Increased phishing scams
* The need for extra password protection
* Provides more account security
* Most higher education institutions are participating in 2FA

The faculty committee members shared their opinions and concerns:

* Will we have to log in to our systems/email every time we are logged out?
* What are the financial costs?
* What will be the impact of maintenance downtime?
* How robust is the process/application?

Potential options and solutions were shared:

* There will be no downtime to implement. The Financial Aid department is already utilizing 2FA. They are using YubiKey.
* Google Authenticator is currently being used by some staff.
* The members of the ITC will pilot the 2FA.
* We will start with the off-site VPN log in.
* There will be a finalized, detailed plan and training offered in the spring.
* This will be a continuous topic of discussion in future meetings to iron out the details and finalize the process; i.e., “Will we have to log in each time?”

2. AP 3721 Information Security: adopting the California Community Colleges Information Security Standard published by the CCC Technology Center

A consultant was hired in 2019 resulting in recommendations that fall under this Standard. The College is currently following certain practices that align with the Standard, but a formal policy has not been created. Dr. Li and Dr. Bishop will review the Standard and select a piece that is relevant to TC for discussion for the next meeting. We will continue to review and discuss the different areas of the Standard at ITC meetings and begin adoption. Training in support of the Standard may be offered to increase awareness across the campus.

**Department Updates**

Information Technology Services: Dr. Li

* Phase II – AV Classroom updates
  + E-Tech and T building
* Upgrade internet switch
  + Dental Hygiene
  + Gym
  + Softball and Baseball field
  + Goal is to upgrade the entire campus from 1GB to 10GB
* Installing systems on large order of new laptops
* Replacing fiber across the campus

Distance Education: Dr. Bishop

* The CCCCO and CCC have made recommendations to change the definitions of distance education, accessibility, regular and effective substantive feedback to interactions, and other topics in the proposed regulation for Title V on Distance Education. Meeting discussion focused on the proposed definitions and requirements for “regular substantive interaction.” The language has been changed from substantive *feedback* to *interaction*. Suggestions on how to implement it are included in proposed regulations that the Board will discuss on November 15th. We will await the final decisions.
* During January In-Service, a panel of TC faculty consisting of some members of the Distance Learning and Education Committee and others will present their examples of best practices for regular substantive interaction with our students. Final list of panelists and structure will be shared at the next meeting.
* The second of three sessions for the Instructional Technology Tools and Strategies for Distance Education (ITTS DE) faculty series on Canvas Studio (CS) is happening after today’s meeting at 1:30 pm. All full- and part-time faculty have been invited to participate and the Zoom link was provided to them. The third series will be on December 3rd featuring quizzes, comments and the analytics features in CS.
* A few students who were using Chromebooks had difficulty taking their exams in Respondus. DE support and IT support have been helping students. DE encouraged students to borrow laptops from the library if they have issues with Respondus. It’s easier to enable Respondus on these laptops.
* When faculty import their course materials from one semester to another, the start- and end-dates of course submissions, requirements, announcements, etc. need to be checked as they may be from the old semester.

**Other**The December 17th meeting falls on an exam day. The meeting date may change.

**The next meeting is scheduled for:**  December 17, 2021 at 10:00 a.m. via Zoom. (Could possibly change).

**Respectfully submitted by Brandy Young**