**IT Committee Meeting Minutes – April 25, 2019**

Attendance: Penny Evans-Plants, Tom Hocut, Jeremy Worsham, Basil English, Chang Pu, Dan Boyd, A.M. Marshall, David Slade, Daniel Sipocz, and Maddie Jordan

Old Business

Quality Matters:

* Jeremy shared that he would develop a full description for review in the beginning of the Fall 2019 semester
* Regarding online courses: most at Berry are scheduled in the summer.
* Question posed by Basil: Are faculty assessing summer (online) Foundations courses? This is data we would need for a thorough evaluation to ensure the equivalency between online courses and traditional courses, such as does class size matter?

Storage Proposal for Kaltura:

* Question posed by Basil/David: Interest in archiving course options/recommendations
* Penny explained that other storage options (e.g. OneDrive) for video storage
* Video storage instructions will be shared in the future

New Business:

OIT Strategic Plan:

* Penny reviewed a handout detailing the updated Berry College OIT Strategic Plan (2019-2022). The goals are new. This document includes: goals (what?), strategies (how?), and objectives (measures). We should be able to accurately describe when a goal is done.
* Penny asked the committee to review the OIT goals (completeness)
* Chang suggested we divide-and-conquer the 5 Goals among the committee and provide Penny feedback by the end of May 2019.

Security:

* Dan shared that 180 people have been invited (attended?) to various training (e.g., 47% attended PCI training). The plan is to launch some lunch-and-learn workshops (e.g., multi-factor authentication, phishing). As Sept 10, we have had 3700 phishing attempts reported.
* David shared that an election result of Director of Faculty Development and Teaching for Excellence will be announced soon. Any Security workshops may be something to coordinate with the efforts of this new director position.

Active Learning Classroom Space

* Jeremy shared that Berry has developed a proposal for converting the library lab into an active learning lab that could house 40 students (particular interest driven from Nursing with medical simulation access). This would be in addition to the library Sandbox classroom.
* Jeremy is seeking faculty feedback.
* Basil shared that Berry may need to explore new options for technology-station access (specialized software, access, security).
* Jeremy explained that resource support for all this technology is under review.
* Chang shared Matthew’s feedback regarding 2 or 3 projectors in each room. Jeremy responded that Berry convert from projectors to Large-format screens.
* Basil asked if there are any plans to mount projectors that are in the line-of-view of the faculty. This can offer an enhanced learning environment.

Forced Mac Restarts:

* Daniel shared if forced restarts can be managed so that they don’t take place until after 5 pm.
* Penny explained this was not intentional and should be fixed.

New Committee Chairs:

* Anne Marie is rolling off. Chang is open to new chair, but she is willing to remain as chair. Daniel is open to chairing. We voted, and Daniel Sipocz was nominated for Chair 2019-2020.

Respectfully submitted by Anne Marie Marshall and Chang Pu