**IT Committee meeting**

**2/18/21**

In attendance: Penny Evans-Plants, Curt Hersey, Zach Taylor, Jeremy Worsham, Chang Pu, Basil Englis, Amy Cornelius, Jason Murphine, Daniel Boyd

**Approval of minutes from January**

**Introductions (Curt and Penny)**

The committee welcomed Jason Murphine (class of 2000C) as the new Director, IT Infrastructure, and Amy Cornelius the Director of User Support!

**Kaltura Retention Policy (Penny)**

* Delete flavors (i.e., videos) of any content not played in the last 15 months
* Delete any content not played in the last 30 months
* Delete content NEVER watched that was created over 12 months ago
* Set up notification for only deleted content (not flavors) to owner 120 days prior and 30 days prior. (Question: do faculty want notification 120 days prior or just 30 days?)

Justification: Berry has to pay overage fees when we exceed our storage limitation of **100TB** (it comes with 60 and we pay for an extra 40TB). Since COVID, a number of faculty are recording every class's Zoom session and porting it over to Kaltura. We can pretty much guarantee no one is going to watch those videos past the end of the semester, so it's important we're not paying to store them any longer than necessary. We are on track to reach **180TB** this year.

Timing: We will implement on **May 10, 2021** which will give faculty **30 days** to save off any videos they want to store for long-term usage or to watch (in order to continue to save in Kaltura).

**Action**: IT will find a place to store the instruction, including ways to accessing mediaspace directly, and will verify the date “May 10, 2021” if it is the date that faculty would receive the first notification.

Further discussions: The committee discussed if using the Swank to locally digitalize films is an option. Penny’s concern is the cost. Basil asked to clarify the Fair Use policy. Jeremy and Curt explained that the audience had to be Berry students who registered at the college. Curt further explained the difference between playing a clip vs. playing a whole film.

Basil downloaded his pre-recorded Kaltura videos (lecture), but the downloaded videos lost the Powerpoint slides. IT will ask Jen. to look into this issue.

**Podcasting Equipment Access (Curt) (from November meeting)**

* Communication and Viking Fusion have seen increase in departments and individuals asking to use equipment to record a podcast. Much of their equipment is curricular or used by Viking Fusion. Library maintains some basic AV equipment for checkout. Podcasts are becoming more popular, no central location, no support. Resources – professional mics, soundproofing.
* Could it be located in the Library? Talk to advancement about funding? Does Music dept already have sound proofing location?
* Cost? Computer with Adobe suite, mic, sound proofing. <$1000.

Library has some equipment. Curt asked if faculty were aware of the needs. Basil asked if it’s a storage issue. Chang suggested that we find a way to disseminate information regarding podcasting equipment to the whole Berry community so we could better understand the needs.

**Animal Science Addition**

All OIT networking equipment has been ordered and should be installed over the next few weeks. Berry has awarded Howard Technology the contract for the AV equipment and we expect a site review to be completed within the next week. After that, it will take 6-8 weeks to receive all the equipment and then a month to do the installation.

**Others**

Equipment replacement is under way. If faculty need replacement, they can email Amy directly.

We’ll check student rep. availability of meeting on Thursday @4pm.

Respectfully submitted,

Chang Pu