**IT Committee Meeting Minutes**

**April 16, 2021**

Attendees: Curt Hersey, Jeremy Worsham, David Slade, Zack Taylor, Dan Boyd, Amy Cornelius, Jason Murphine, Will Donnelly, Cameron Jordan

Volunteer to take minutes - Penny

Approve minutes from March meeting (posted in VW campus group) (Jeremy/Zack)

Classroom Tech Updates (Amy)

* Laughlin Lab has been replaced
* Still waiting on quote from Howard for proposed summer room upgrades (also still waiting on GHP to tell us which rooms they need this summer)
* Animal Science addition classroom equipment has been ordered

Kaltura Update (Penny)

Proposed Schedule:

* On or before May 10, faculty will get the 60 day notice
* 30 days after first notice, faculty will receive the 30 day notice
* Files will be deleted 60 days after first notice

What if faculty need to watch a video to see if it should be kept? Do they need to manually delete then?  Get Jen (or someone) to post instructions on VW on how to download videos followed by email communication to faculty. If not using a video within a two year period, encourage faculty to download to external storage (preferably One Drive).  Include steps for manual deletion.

WiFi Update (Jason)

* Found some wifi "holes" in the library which need to be addressed
* Still surveying Krannert
* Added two access points in the guest stands to Valhalla
* Running into interference with wireless printers and other sources

Security Awareness Training (Dan)

* Feedback on frequency, duration and type of training
  + Once a year/semester/quarter - once a semester
* Voluntary but strongly encouraged
  + Positive reward
* Keep it short. Reach out to Sam Nazione/Basil Englis about survey time drop off – keep it to under 10 mins.
* Students – offer training during BCC classes – competition and motivated by food!
* Timing is important and will affect participation
  + Would a break be better for some?

Will elect a new chair at the first meeting in the fall.

Respectfully submitted,

Penny Evans-Plants