**IT Committee Meeting Minutes**

March 19, 2021

Minutes from February approved (Moved by Curt, seconded by Basil)

Kaltura Update (Penny)

* Instructions will be provided in the notification email, the first of which will arrive on May 10th. Faculty will have 30 days after grades are due to watch or download anything they want to keep.
	+ The caveat is if they recorded with Picture in Picture, only the primary stream will download. If they want to keep the video, faculty should plan to watch it for 10 seconds.
	+ The video retention policy is defined as:
		- Delete flavors (i.e., videos) of any content not played in the last 15 months (flavors = quality such as HD, SD, 720, etc.)
		- 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 about what link videos should be viewed in (i.e. teacher view or student view). Answer from Jen—it does not matter how which way videos are viewed.

Summer Projects (Penny, Amy, Jason)

* Planned MM Upgrades for numerous rooms across campus in Cook, Evans, MAC, Green, Laughlin, and Moon
	+ Final priority list will come together after quotes come in next week.
* Townhouse renovation—access points and boxes on the outside of the houses
* Wifi Upgrades—survey tool is being used to identify weak spots in campus WiFi
* One Card/Physical Access Control Systems (PACS)—create a one card system that will allow access to the dorms, meal plans, campus accounts, and other systems. The current system is outdated so plans for a new system are being written up. Jeremy pointed out that the new system needs to also integrate with the library’s WorldCat system. Several systems are at end of life so there is an opportunity to search for a better, more integrated approach.

Security Reminders (Dan)

* The transition to MFA continues across campus
* Phishing mitigation is dependent on community reporting suspicious emails. Please report so Dan can take action. Voice mails are also becoming more problematic.

Cultural Event Question from Will Donnelly

* In future, it is likely that CE and similar events will likely involve a remote component. One problem that has been coming up has been the challenge of showing a copyrighted material since Zoom will shut the stream down.
* David Slade points out that there is a technical challenge with streaming video over Zoom.

Meeting adjourned 2:48