**IT Committee Meeting**

**October 22, 2020**

**Minutes**

Attendees: Will Donnelly, Zachary Taylor, Jeremy Worsham, Basil Englis, Curt Hersey, David Slade, Adam Fleck, Sherre Harrington, Paul Hoagland, Tom Hocut, Daniel Boyd, Chang Pu, Brenden Smothers

Minutes taker: Brenden Smothers

Approval of minutes from September (located on VikingWeb).

**Old Business:**

Zoom Security Settings and Options (Paul)

* Went to meeting > schedule meeting >
	+ Settings allow you to choose to create a URL with an embedded passcode
	+ Other option is a waiting room. Host has to actively allow people in.
		- There are settings that allow Berry people automatically in and others to wait
	+ Need to have a Zoom account
		- However, anyone can create a Zoom account and join
	+ Can we limit who can join?
		- Will be able to select “require authentication to join” and they will also be required to log in through Berry’s domain
		- If you are using this for class, you need to remind students to claim their Zoom accounts
	+ Go through Zoom settings to experiment with things that could be useful
		- Ex. Under security you can enable waiting room and the waiting room will be enabled everytime
	+ Waiting room options
		- Choose who it can apply to
		- You can customize the waiting room logo and message
	+ Go to “Only authenticated users can join meetings”
		- Looking at “meeting authentication options”
	+ Recording settings
* Zoom can offer training demos in their resources tab
	+ Ex. “Lock your virtual classroom”, Security Settings, Control Screen Sharing, etc.
* Zoom is constantly adding features so users should refer to training resources often
* Questions:
	+ Record breakout rooms:
		- <https://kb.iu.edu/d/arwb>
	+ Preassigning breakout rooms when creating them on Canvas:
		- Jeremy will follow up with Jen
		- Harrington says Florida State professor was able to do this so it should be possible
* How we will communicate this to the masses:
	+ Email
	+ Could have a page dedicated to this information (FAQ page) on VW

Swivl Survey Results (Paul)

* 30 respondents
* What was the most useful feature?
	+ 11 people do not use the swivel
	+ 1 person – capturing in-class student audio
	+ 2 people – other
* Least useful swivel feature?
	+ 7 people - Capturing in-class student audio
	+ 6 people - Capturing and displaying audio/video of remote participants
* Reason for not using swivel
	+ No need at the moment
	+ Performance/technical issues
	+ Too difficult to use
* How satisfied are you with the tech to support your teaching in your swivl classrooms?
	+ 14 Somewhat satisfied, 5 neither, 5, very satisfied, 4 somewhat dissatisfied, 2 very dissatisfied
* Top Issues
	+ Complexity – Getting it set up is difficult. Several things can go wrong.
	+ Capturing in-class student audio is an issue
	+ Displaying video and playing audio of remote participants was noted as an issue several times
* Looking into producing binders for rooms on how to solve issues and make setting things up easier
* Adam Fleck idea: noise gate so that the swivel can listen within specific distances
* Attempt to monitor who has totally given up on using swivel

MFA (Dan/Tom)

* Groups scheduled out between now and the end of the year to try to get at least most of Fac/Staff and students on MFA

Cybersecurity Awareness Month/VSH (Dan)

* 2/3 of the way through it. Can participate in scavenger hunt; it’s open to everyone (only Dan knows the answers)
* Last article will release Monday 10/26

Phish Reporting (Dan)

* Push everyone to please report phishing emails. The more you report, the better they will be able to take action and secure the community
* If there is not a report phishing button, it’s an outlook 2016 problem. Move to Outlook 2019.

**New Business:**

CTE Rep – should a rep from CTE be included on the IT committee? (Penny/Curt)

* + Up to CTE to decide who would fill this position
* Chang is FA rep for CTE committee (Not the same thing)
* Ask Casey Dexter for his thoughts. Invite to the next meeting.

Podcasting equipment access (Curt) – Deferred to November.

New training platform (Dan) – Deferred to November.

Computer replacements for 20-21 (Penny/Paul) – If everything goes well and students come back in January, look for this to start happening in February.

* Are replacing machines that have issues that cannot be fixed.
* Chang – Should prioritize computer classroom replacements

Respectfully submitted,

Brenden Smothers