**IT Committee Meeting**

**9/24/20**

**Committee members (all in attendance):**

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| Dan Boyd | Tom Hocut |
| Will Donnelly | Cameron Jordan |
| Basil Englis | Chang Pu |
| Penny Evans-Plants | David Slade |
| Adam Fleck | Brenden Smothers |
| Sherre Harrington | Zack Taylor |
| Curt Hersey | Jeremy Worsham |
| Paul Hoagland |  |

Volunteer for minutes: Penny Evans-Plants

**Agenda:**

No minutes available from March 2020 meeting to approve.

Elect a committee chair – **Curt Hersey**

User Support Update (Paul Hoagland)

* Kaltura – Media storage policy
  + Status: On hold due to current challenges with new environment and high ops-tempo for all involved
* Zoom and CE – showed slide with usage since March
  + Students claiming and using Zoom accounts for CE – email sent to students. Only 804 students have claimed their license so far. Helps with capturing attendance for CE events, etc. Who can attend events? Anyone with the link. You can configure it to require a Zoom account, require registration for events, enable a waiting room or use a passcode that’s not embedded. Can you limit to your organization? Is that global? Need to research. Chang – is there a capacity for the CE events in Zoom?
  + Webinar vs. Meeting – Different licenses. Meeting will allow up to 300. Some licenses will allow up to 500 but those licenses are limited. Webinar licenses are also very limited: 100 (1), 500 (5), 1000 (3), 3000 (1). We issue licenses as needed. As much as possible, need to use meetings – there are some ways to set up meetings to be similar to webinars. We can limit who they can Chat to (only Host/Panelists). Need to see if you can block chat by individual? You can kick them out of the meeting as an alternative. Can we block them from future meetings? CE and IT work to develop a set of scenarios for CE events.
* Classroom Status:
  + Vendor install plans - we have a number of rooms that had backordered equipment and hope to install over Christmas break (beginning week of Dec 7).
  + Multimedia support calls – showed slide with numbers
  + Swivl Survey – we need to know if people are having issues – many don’t say anything but stop using the technology. Casey Dexter will send survey in the next few days.
  + Committee feedback – need better sound (mics). Students can’t always hear the conversation in the classroom. Swivl can help with the sound although the motion of the device can be distracting.

Information Security Update

* Training platform change – hoping to be able to expand usage.
* MFA!!! – Multifactor Authentication will be mandatory for all faculty, staff and students.
* CAM (Cybersecurity awareness month) – October – look for more details coming soon.
* Phishing/security general update – many more phishing attempts. New tools coming soon to help with that. Be sure to report all phishing email using button in email.

Questions:

When will we make spring courses live on Canvas? (Response from Enterprise Systems – it can be turned on any time but some faculty do not like having both fall and spring classes in their dashboard so early. Plan now is to turn on in mid-October. Faculty can start building courses in their sandboxes if they want to get ahead.)

Next Meeting: October 22 at 4 pm

Submitted by Penny Evans-Plants

10/1/20