



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
November 1, 2010**

Members:		
Victor Belinski, Chair X John Alvarez	Bruno Hernandez X Phebe Hosea X Robert Jackson X Paul Kittle X	Rich Lee Paulo Madrigal X Barbara Mezaki X Don Potter
Shanti Atashpoush X Meghan Chen X		Jim Smith X Kate Scott (Minutes) X
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The October minutes were approved as presented.	The minutes are posted online and in the ITAC Group Studio.
Introduction of new Members	ITAC has several new members, including Bruno Hernandez, the new student representative. Committee members introduced themselves and explained their role on campus.	Information Only
2. Security Threat Caused by 'Shadow' Databases	<p>Vic reported that Jeff Holden, Manager of Data and Network Security, is drafting a plan to find and review shadow databases campus-wide. He is currently in the data gathering phase of the plan. Over the years, college data has been moved from system to system and often times there are 'shadow' databases with important data that needs to be secured. Jeff and the IT team will be making a concerted effort to find these systems and secure them.</p> <p>The committee discussed other possible locations of sensitive data. Barbara Mezaki explained that she has a grade repository of documents that goes back more than a decade stored on a server and there are probably other faculty that also have this kind of data. Robert Jackson shared examples of emails that contained sensitive information. Vic agreed that IT needs to provide support and training to users regarding safe storage of sensitive data.</p> <p>The committee also discussed the length of time faculty need to keep their grading rational and documentation.</p>	<p>Additional information about shadow databases will be brought to ITAC at a later date.</p> <p>Vic will bring the statement of directory information from the catalog to the next ITAC meeting.</p>

	Vic detailed the email server configuration for Mt. SAC and explained how sensitive information like Social Security numbers are caught by the Barracuda and not sent off campus.	
3. Authentication for Third Party Vendors	Paul Kittle explained that the Distance Learning Committee is continuing to work on this draft statement.	Item will be included on a future ITAC meeting agenda.
4. AP 3720	<p>The committee reviewed a draft of AP3720. Text that referred to older technology has been removed. Additional items referring to Social Media have been added. Mt. San Jacinto College had a great example of Social Media procedures and the document has been posted in the Group Studio.</p> <p>Shanti Atashpoush suggested adding a couple of statements related to captioning of videos and other streaming media. The committee agreed to add this language under the Usage Restrictions section and Nondiscrimination section. The committee also discussed that there is a task force working on this issue campus-wide.</p> <p>The committee agreed to separate the agreement signature page from the actual AP and to indicate that the AP should be reviewed annually.</p>	<p>The revised AP3720 will be re-posted in the Group Studio. All members are encouraged to comment on it before the next meeting.</p> <p>IT will research the feasibility of including the AP as a 'pop-up' when users login to the network.</p>
5. Other Items	<p>Barbara Mezaki asked for a status update on the following ITAC items:</p> <p>Blackboard tab in the portal – Vic reported that IT is testing a draft of the eLearning Tools tab and will implement it in the next re-design of the portal.</p> <p>Online campus directory in the portal – Vic reported that IT is continuing working on this request and encourage all employees to update their contact information.</p> <p>Direct link to login to portal from www.mtsac.edu – Vic reported that this is part of the portal re-design process and should be ready soon.</p> <p>Barbara asked for an update on the grade change option in the portal. Currently it works for some students but not all. If it does not work, the student is directed to go to Admissions and Records for a manual option change.</p>	<p>Vic will show the draft re-design of the portal at the next ITAC meeting.</p> <p>Vic will follow-up with Admissions and Records to have this error fixed.</p>

	<p>Paul Kittle reminded everyone that a demonstration of various Learning Management Systems is scheduled for Friday, November 5 at 12:00 p.m. in the Bldg. 23A Training Lab.</p> <p>Paul requested to have the draft of the Building Block statement added to the next ITAC agenda.</p>	<p>Item will be included on a future ITAC meeting agenda.</p>
Next Meeting	<p>The next meeting is December 6, 2010.</p>	<p>Kate will post an announcement in Group Studio for the next meeting.</p>