Members:

Victor Belinski (Co-Chair) X	Phebe Hosea (Lee) X	Richard McGowan	Joe Vasquez X
Meghan Chen X	Paul Kittle (Co-Chair) X	Jaime Nevarez	Guest: Eric Turner X
Chau Dao	Rich Lee X	Jim Smith X	Kate Morales (Minutes) X
Jean Garrett X	Paulo Madrigal X	Robert Stubbe	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The October 2014 minutes were approved.	The minutes are posted online and in the ITAC Group Studio.
2. PAC Update	Vic reported on the September PAC meeting. He shared with PAC that ITAC is working on the Technology Master Plan. Paul reported on the October PAC meeting. His report is in the ITAC Group Studio.	Information Only
3. ITAC Appointment to Bullying Task Force	The group discussed recommending that the Task Force change their name to Anti-Bullying Task Force. Paul shared the history of the Task Force and indicated that he is not available during the meeting times. Jean Garrett indicated that she is willing to serve on the Task Force.	Paul will forward Task Force details to Jean.
4. Privacy Statement	Eric Turner discussed the various Privacy Statements on the IT website. Paul shared that the Library is now offering 24 hour research assistance and needed a privacy statement as part of the new electronic system. The Library utilized parts of a statement from another school that fit the requirements of the new online assistance system. The existing statement on the Mt. SAC webpage contained statements about collected information that do not pertain to the new Library system. Eric reported that IT cleaned up the existing privacy statement webpage and simplified things.	Information Only
5. Technology Master Plan (TMP)	The committee discussed various other College plans like the Educational Master Plan and the Facilities Master Plan. Links to these plans have been sent to the committee members and	Vic will assign sections of the TMP to committee members to review.

	posted in the ITAC Group Studio. Vic reported that he is planning to rely on Chris Schroeder, Manager Data and Network Security, for the new TMP section on security. IT is proposing that all laptops are now encrypted in case of loss or theft.	
6. Pending IT Projects	Vic reported that there are less than 150 critical XP machine replacements left for IT to complete. There are additional XP machines that are not considered critical because they are not connected to Banner or are stand-alone systems. Vic reported that there is a meeting scheduled for tomorrow for IT staff to review the hardware requirements for the new document management system – OnBase. A implementation plan has tentatively been developed by Bob Hughes and this will be a major IT project for 2015.	Information Only
7. DL Report	Paul reported that Distance Learning is doing a student usability study of their new website. Faculty reviewed the revised website last week.	Information Only
8. Other Items	Jim Smith shared with the committee that some in Counseling were not aware that registration holds are no longer being placed on student records for orientation or assessment testing. They were removed during fall registration and have not been added back for winter registration.	Information Only
	The next ITAC meeting is December 1 at 2:30 p.m. in Bldg. 4 Room 2460.	A reminder will be posted in the portal and sent via email about one week prior to the meeting.