ITC Minutes

September 19, 2017

1. **Present:**

Jon Whitford, Irene Truong, Melissa Rifino Juarez, Dana Arazi, Gary Van Voorhis, Rudy Rios. Sable was delivering Roadrunner Connect training.

1. **Call to Order 2:40**

**Approval of Minutes –** March 21, 2017. Approved with correction of Adobe Acrobat installed in both video booth and whisper room computers.

1. **Ongoing Business**
   1. Rudy presented a plan for ITC to have a bigger impact on campus. It was agreed that document camera video really should be a priority. Dana indicated that often he’s asked about how to use it and the videos would be helpful.
   2. The governance manual will be consulted for the creation of an ITC mission statement to be placed in our website/webpage.
   3. Dana confirmed Adobe Acrobat is installed in both video booth and whisper room.
   4. Cyber Security and CAE2Y will be investigated and at our next meeting, will be discussed as a possible long term project to be spear headed by ITC. Melissa asked what this would mean for “non-technical” faculty. Jon and Gary expressed that more than anything it’s “awareness” of the pitfalls of not being careful with digital data. CAE2Y is a significant process but has raised interest in both previous VPAA and current VPAA. More will be discussed at next meeting.
2. **New Business**
   1. ITC was tasked with the form of communication for the delivery of the Fall 2017 Teaching Quality Survey. ITC determined that a Rio Hondo email would create less confusion and provide the most probability of extensive participation. ITC recommends the use of [research.survey@riohondo.edu](mailto:research.survey@riohondo.edu) be used. Gary confirmed that this email can be created for the delivery of the survey link. **Note:** After the meeting Rudy double checked the document regarding the email restrictions and an email was sent to the ITC for a different email address.
   2. Discussion on ITC website/page. Some of us didn’t know we had a page so this explains sparseness of content. It was agreed that we should ask Sable to give ITC training on WordPress so that we can be more active on our own online presence. We will work on links that already exist for faculty “self-help” and help desk tickets. Document camera videos will also be uploaded to this site along with other links determined to be helpful to faculty such as email links. Email links will not necessarily disclose actual emails. A form with CAPTCHA requirements will load maintain a level of cybersecurity of not disclosing valid emails to would be spammers.
   3. Alberto (webmaster) can be consulted for help since he’s proven to be very helpful and timely.
3. **Open Discussion**
4. **Adjournment 3:40 pm**