Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
November 1, 2021

Fawaz Al-Malood X	Maribel Gonzalez	Richard Patterson X	Guest: Antonio Bangloy X
George Bradshaw	Mark Lowentrout	Robert Stubbe	Guest: Chris Schroeder X
Michael Carr X	Anthony Moore X	Joe Vasquez X	Guest:
Kelly Coreas X	Jaishri Mehta X	John Uy X	Guest:
Angelic Davis X	Jean Metter X	Student Rep 2	Kate Morales (Notes) X

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome	Anthony welcomed everyone to ITAC.	Information only.
2. Review October 2021 Memory	The October 2021 memory was reviewed and approved with a minor correction.	The memory will be posted to the ITAC website.
3. AP3720	Antonio Bangloy reviewed the suggested changes to AP3720. ASAG approved the revisions at their October 2021 meeting. The changes focus on two sections, student email accounts and system access, and immutable key. The first section is the retention of student email accounts and system access. The College has approximately 700,000 student email accounts, and there is no schedule for purging stale accounts. The schedule to purge email accounts would follow Admissions and Records' guidelines for requiring students to re-apply to the College. Students must re-apply to the College if they do not attend two consecutive major terms. Antonio explained that if a student re-applied, they would receive the same student email account, but the account would not have the old data. The Committee discussed the meaning of 'term' and 'semester' and discussed scenarios, including the winter and	IT will follow up with the FCLT regarding student access to the Canvas portfolio. AP3720 will be on the December ITAC meeting agenda. ==IIIC==

	summer sessions. Rich Patterson asked if students would have access to their Canvas portfolios if they needed them for a job interview or other opportunity. IT will research access to the Canvas portfolio and report back to ITAC. The Committee suggested revising the language for student email accounts and system access to be 'student accounts will be discontinued only after a student has not registered for enrollment for four consecutive terms (approximately one year).' The second section is the immutable key, sometimes known as the username. The proposed language indicates that immutable identification will not be changed. Antonio clarified that students, faculty, and staff could use the preferred name process to indicate their preferred first and last name. The preferred names are used as the display names and show in Canvas, email, Banner rosters, Zoom, and other systems. The immutable key does not display.	

4. O365
   A. OneDrive Sharing
   B. Creating Teams
	Fawaz shared that it is challenging to make OneDrive folders public which is sometimes needed for sharing information with people outside of the College for those working on grants or other College activities. The only way to complete this task was to use a personal account. Chris reviewed the data issues with sharing items as public. He does have a possible draft solution now that additional security licenses have been purchased and would like to test it with Fawaz. Chris shared that public OneDrive links are only live for four months. He also shared a link to "Best Practices for Sharing Files."
	
	Fawaz asked if end-users could create their own Teams rather than going through the Help Desk to request new Teams. Chris explained that each Microsoft Teams request automatically receives an email address. When O365 was first implemented, end-users could create Teams, but that created many odd group email addresses, and sometimes these Teams were abandoned.
		Chris and Fawaz will test the suggested changes to O365 settings.
		
		<mark>IIIC</mark>

	Chris has set up some new monitoring settings that will alert IT to Teams with no activity for a specific timeframe.	
5. Follow-up on Student Printing	Michael shared that IT is continuing to look for a replacement for QCI. He met with Purchasing and is doing fact-finding between Papercut and WEPA solutions. He is also looking at a potential third solution called ePrint. He asked ITAC for a recommendation on the best approach to forming a group to review the options. He detailed the different divisions that use a printing solution, and ITAC agreed that Michael should get representation from these areas. Angelic shared that it is called an Evaluation Committee, and they would review the proposal and make the recommendation for the campus solution.	Michael will continue with this project and report back at a future ITAC meeting. ==IIIC==
6. Other Items	The next meeting is on December 6 at 2:30 pm via Zoom.	Please forward agenda items to Anthony, Jaishri, or Kate.

Accreditation Standards
IIC: Student Support Services
IIIC: Technology Resources