Committee Goals and Progress Report

2021-22

Committee name: **_Information Technology Advisory Committee (ITAC)_**

Name of person completing the report: **_Anthony Moore, Jaishri Mehta_**

<u>Instructions</u>: **Due by November 5, 2021:** Columns 1 and 2

Due by June 3, 2022: Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to bhebert3@mtsac.edu (on behalf of the President's Advisory Council).

Committee Goal		Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1:	**Communicate to the campus community by maintaining an up-to-date website**	**6**	• Committee memory, purpose and function statement, and membership list are up-to-date and posted to the website at https://www.mtsac.edu/governance/committees/itac/index.html
GOAL # 2:	**Implement a Cyber Security Awareness program for faculty, staff, and students**	**4, 6**	• IT collaborated with Professional and Organizational Development to begin cyber security training for staff and managers. • As of May 2022, 736 staff and managers were assigned the training, 426 completed it, 72 started it, and 299 are enrolled but have not started it.
GOAL # 3:	**Begin the Change Management Process, which would govern the**	**4, 6**	• The Change Management process began in December 2021. • The Change Review Group (CRG) meets bi-monthly and includes

	implementation of technology installation, changes, and updates.		representatives from Administrative Services, Instruction, Human Resources, Student Services, and the School of Continuing Education. • The Change Management website was created and is updated bi-monthly. https://www.mtsac.edu/training/changemanagement/index.html
GOAL # 4:	Create a project management and prioritization process that will be used to formalize the creation, scheduling, implementation, and communication of technology projects	4, 6	• IT scheduled a workshop with InfoTech for June 2022 to kick off the project management and prioritization process. Once created, IT will bring the process to ITAC/PAC and PC for review and approval.
Goal # 5:	Develop a strategy for software, computer, and hardware deployment in campus labs.	4	• The Computer Facilities Coordinators (CFC's), Deans, and Division Chairs meet before each term to discuss hardware and software needs for computer labs.
Goal # 6:	Technology Literacy - Support technology literacy and sustainability for faculty, staff, and students	4	• Cybersecurity training began in February 2022. • IT creates focused training videos, such as Microsoft Outlook Tips Series and Chrome River, and application-specific training like Banner, OnBase, PIE, and Omni CMS. • IT training classes are advertised and registered for through POD. IT also participates in various Mt. SAC training events such as Faculty Flex Day and Classified Professional Development day
Goal #7	The campus is committed to ensuring students have equitable access to their education by providing a comprehensive technology support program, inclusive of laptops, hotspots, educational software, and technical support.	4	• President's Advisory Council (PAC) requested that a goal be added to ITAC's committee goals regarding the Student Laptop Loaner Program (SLLP). The agreed goal from ITAC and the SLLP workgroup is now goal # 7.