Item 1: Chair Nominations and Election

A. Nominations
   • Fred Fisher nominated Andy Bland and Ron Szabo
   • David Sweeney was also nominated

B. Elections
   • Votes were cast by silent ballot
   • Ron Szabo was elected as Chair

Item 2: Information Policy Committee Update

A. Authorized Software
   • Reviewed SAP and approved with one change
     o Removed this line: “inform faculty, staff, and students of their rights and responsibilities under existing intellectual property laws.”

B. Disclosure of Personal Information
   • Removing UIN from definition of sensitive personal information
   • Some mistakes are present in the SAP
   • SAP sent to legal for wording updates
   • ITAC Discussion:
     o Shouldn’t UINs be covered because they are government issued ID numbers?
       ▪ This question was presented to the Texas Attorney General who ruled that Student ID numbers can be public information
     o Accessing sensitive information by providing UIN and Name only
       ▪ Some groups including Student Conflict Resolution Services are using this method of authentication
       ▪ ACTION ITEM: Work within your departments to eliminate this practice

C. Electronic Distribution
   • Reviewed Policy, which requires that 2 people in each department/unit receive and distribute these messages
   • Passed as is

Item 3: IT Project Reporting Advisory Group (ITPRAG) Update

A. Group’s Activities
   • Creating a laymen’s checklist to determine if a project should consider using the Project Management Office (PMO)
   • Researching Project Management Software
   • Reviewing project reporting templates created by the PMO
B. ITAC Discussion
   • Questions presented:
     o Has the PMO/ITPRAG considered the project management requirements of the VP of Research?
     o Is the PMO/ITPRAG planning to develop a registry of projects
   • Questions will be brought up at next ITPRAG meeting

Item 4: Classroom Technology Evaluation
A. Lecture Capturing Software
   • Echo 360 is a product for capturing and distributing lectures
   • CAF founds currently support Camtasia for capturing lectures and MediaMatrix is provided for distributing the captured content
   • Several alternatives to Camtasia are being considered by the Instructional Technology Council
   • Consider software that can also provide video editing features

B. Instructional Technology Council (ITC)
   • The ITC meets to discuss issues related to classroom technologies
   • DECISION: ITAC will pass this topic on to the ITC

Item 5: ITAC Internal Web Site
A. Stephanie Leary presented on the search for a Internal Web Site solution
   • The communications subcommittee has decided that Howdy Groups will not work well even as an interim solution for an internal web site
   • The group is now considering creating a landing page at itac.tamu.edu and a CAS login for our current SharePoint site.
   • Looking into options including an upgrade to SharePoint and Confluence wiki

B. Discussion
   • Consider using Blackboard

Additional Discussion
A. Adobe Software Numbers
   • As part of a continued effort to expand SELL licensing the ITAC members were asked to send a commitment to the listserv with:
     o The number of licenses that you can commit to purchasing from the SELL
     o The specific software you would like and the number of licenses of each
     o A timeframe during which you are willing to make the commitment

B. Discussion:
   • It may be better to try for a contract with Adobe after the beginning of the fiscal year.