Attendance: Mike Rountree, Dr. Donald Avery, Amanda McKenzie, Norma Kennedy, Barrett Pritchard

Opening-

Meeting called to order

1. Welcome Barrett Pritchard, our new student representative. Barrett has replaced Kathy Carpenter. We appreciate Barrett joining us and assisting with the committee.

2. The minutes from April 15, 2015 meeting were e-mailed to everyone earlier. Mike and Dr. Avery agreed that we do not need to formally approve minutes.

3. The "To Do" items from Dr. Boehmer's meeting with the IT Task Force on May 4th included the following:

    A. Dr. Boehmer suggested creating a more formal purpose of the committee. Mike gave everyone a 'Purpose and Function of the IT Committee' handout that also includes the committee members and the work of the committee.

    B. Dr. Boehmer would like to add an off-campus representative from Statesboro or Augusta. It was suggested Treva Johnson, at the Statesboro campus, be selected. Mike will contact Treva and ask for her assistance. We can video conference her in on the next meeting.

4. The main purpose for today's meeting is to discuss where we left off from the April meeting.

    A. Mike updated the task force that the documents we are reviewing and editing (11.1 and 11.4) will be migrated from Google Drive to Microsoft 365, hopefully by Monday. Once they are moved, Mike will send an e-mail with instructions on how to navigate. The goal is to have 11.1 and 11.4 sections ready for cabinet approval in December. In addition, Mike went over the launch of Microsoft 365 and how faculty, staff and students on all 3 campuses will be able to access.

    B. Mike mentioned to the IT Task Force that he spoke with Sherrie Helms regarding the student handbook and the IT violation section. Mike distributed the student handbook handout to show what is currently published under 'Computer/Email Violations'. After analyzing what is currently in the handbook (which is outdated), Mike then distributed the 'Information Technology Violations' which was the end result of speaking with Sherrie. Dr. Avery will e-mail Sherrie regarding the suggestion of replacing the 'Computer/Email Violations' in the student handbook with 'Information Technology Violations'. The link will

also need to be changed. They are still working on revising the student handbook. Approval by cabinet will need to take place before published.

Next meeting will be Thursday, November 19, 2015 at 3:00pm

Adjourned

Prepared by: Tarina DeLoach