Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
May 5, 2025

Dominick Atanasio X	Dalia Chavez X	Mary McGuire	Krystal Yeo X
Denise Bailey	Angelic Davis	Anthony Moore X	Vacant – Student Reps 1 and 2
George Bradshaw	Michael Dowdle	Tracy Ramos X	Guests: Chris Schroeder, Jonathan Singh
Michael Carr X	Vincent Herrera X	Adam San Miguel	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
Review of April Memory	The April memory was approved.	The memory will be posted to the ITAC website.
Drafts of APs 3310, 3720, 3721	Chris Schroeder and Jonathan Singh shared the edits to APs 3310, 3720, and 3721, including a recommendation to implement a two-year retention timeline for email. Some ITAC members indicated that the two-year retention recommendation will be a significant shift and will be met with concern by faculty and staff. Chris discussed options for storing email in different locations, such as OnBase, Teams, or SharePoint, if the record must be kept longer than two years. There will be an implementation period for the proposed retention timeline and training on options for document storage. Chris reviewed the MFA section of AP 3721 and the bullet points that define the things that are done to protect data and systems. Dominick shared a recent fishing attack that targeted students using a fake gmail account that impersonated his College account. Jonathan discussed information security awareness training initiatives, such as faculty FlexDay, and Dalia suggested he contact the FPDC to propose a training class. Jonathan reviewed AP 3720, including calling out that email is discoverable and subject to public records requests.	Anthony will forward the recommended AP revisions to the campus shared governance process.
Report out from AI Workshop	Anthony shared that Info-Tech led a four-day AI workshop for eight members of the campus community to consider different AI projects and an AI policy. The group discussed that information entered into AI tools is not private and may be used to train the model. At this	AI will continue to be a topic on ITAC's agenda.

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
	time, there are no formal guidelines in place regarding the use of AI or the sharing of data with AI systems. A Data Governance Task Force is in development, which will be responsible for areas such as data sharing compliance and the creation of a comprehensive data inventory. Data is stored in many locations across the institution—some of which are known, while others are less visible. As part of the Task Force's efforts, the development of an institutional AI policy will be considered. AI is evolving rapidly, and it was noted that few institutions currently have formal policies in place.	
Other Items	The next meeting is on June 2, 2025, at 2:30 p.m. via Zoom.	Please forward agenda items to Anthony or Kate.
Accreditation Standards	IIC: Student Support Services IIIC: Technology Resources	