

Faculty Senate Technology Committee
MINUTES
Thursday, 12/01
3pm-4.30pm, LIB155 & GL835.

MEMBERS:

Marissa Ball, Steve Bernstein, ~~Joseph Cilli~~, ~~Rene Herrera~~, Faisal Kaleem, Gerard Klonarides, Maria Lovett, ~~Elizabeth Marsh~~, Vijaya Narayanan, Catherine Rand, ~~Teresa Stanton~~, Mark Szuchman

GUESTS:

Cheryl Grant (IT Security Officer)

Meeting started 3.10pm

1. Approval of the Agenda

2. Approval of minutes, 10/27 meeting

approved, no corrections

3. Election of Officers for 2011-2012

information on nominations will be sent via email; discussion on encouraging participation and meeting attendance within the committee; reminder on the committee by-laws should be distributed with meeting requirements highlighted (see below)

4. UTS Report

n/a

5. Old Business

Moodle: Learn 9 vs. Moodle discussion continuing within departments; faculty upset b/c they thought that BB might be coming back; follow up with Debra on meeting that followed our October meeting to see if there were any further developments

6. NEW BUSINESS

a. Preliminary Tech Day 2012 Planning & Discussion

Debra's group took on most of planning effort/duties last time around; suggestion that we ask whole group via email if there is interest in subcommittee to do planning work or if whole group should be contributing; need to plan early

b. Discussion: Security & Sensitive Information (Cheryl Grant)

There have been 4 "data leakages" (about 40 thous. staff/faculty/students affected)- computers compromised on campus; staff/faculty machines were involved; Security Strategy Taskforce, working with the ITA Group is investigating who is working with sensitive information

Cheryl's group is looking at "passive" ways to solve the problem: monitor email for the transport of sensitive info (email has to go through the FIU mail server), actively monitoring emails, including attachments; new email policy that would require the use of FIU email as the official email of the university, other third party email providers will not be allowed (Gmail, Hotmail, Yahoo. Etc); integration with the email systems and SharePoint should ease any problems that people may have with this mandate; as part of AD system machines will be scanned and they will be looking for triggers such as SSN, DOB, Grades, Etc.; Looking at setting up mandatory security awareness training perhaps through Moodle

Sensitive info is anything that is protected by a legal binding contract;

Draft policy will be sent from the Taskforce to ITAC and FSTC then to Faculty Senate;

Concerns: there continues to be issues with student email regarding students who are not registered and not yet able to access Moodle/LMS; our systems are still too unreliable; there may be pushback from faculty; issues with faculty not consistently receiving emails from students or even other faculty/staff (Cheryl noted that these things should be

reported right away so that they can be investigated); there are problems with the LMS with students not being able to access/see information from past courses they are no longer registered for, so there is no documented history of conversations, emails, turned in assignments, etc they can reliably refer to, which is why non-FIU email is being used so widely; comments that mandatory security trainings would not be well-received or attended (even if asynchronous); some terms of the policy should be explicitly defined/detailed (ie, “actively monitoring email”)

Cheryl will report back the discussion and concerns, will share info with the Provost who has a preliminary draft of suggestions from the Taskforce; Taskforce will share draft policy when completed.

Request from Faculty Senate/Tom Breslin:

Sensitive Technology and UTS Security – *This discussion is in reference to a concern that UTS is trying to develop a policy regarding data computer files containing what UTS calls “sensitive information”. It’s not clear what that means but it may mean that IT people in each school are to do an inventory of all files and those files may contain sensitive information.*

A committee member expressed the sentiment that this policy seems to be chaotic and one which was approved by an administrator without thinking about it first or asking other universities what they do. This may make it difficult for researchers to collaborate with people off campus like other universities. There may also be some academic freedom issues here and it seems the faculty should have a voice or input. Assuming faculty are responsibly protecting their data properly, what can the institution do to protect data without compromising the promises that have been made to funding agencies or clients by PIs and still maintain the ability to share information with co-investigators? It was agreed to send a summary of the discussion to the Technology Committee for further discussion on this matter.

Technology Committee By-Laws

Article I. Membership

- A. This committee shall consist of at least one faculty representative from each unit who shall be elected by the members of their respective unit.
- B. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F), provided that a majority of the committee’s membership is elected directly by the units.

- C. The Chief Information Officer or his/her designee shall be an ex-officio member.
- D. The term of membership shall be two years with terms of membership staggered so that one-half of the membership is renewed each year.
- E. All committee members shall begin their term of office effective August 1st of the year in which they were elected to office.
- F. The committee shall elect a Chair at its first meeting in the Fall term.

Article II. Duties and Responsibilities

- A. To recommend policies and procedures that promote the needs and interests of the faculty with respect to technology;
- B. To advise the administration on faculty interests in developing information technology to enhance the campus environment for teaching, learning, research, other scholarly activities and service;
- C. To encourage the use of information technology resources to enhance teaching and research, and to recommend appropriate methods for the professional development of faculty and staff such as seminars and workshops;
- D. To act as liaison between the Senate and the Chief Information Officer and staff;
- E. And to perform other related duties as directed by the Senate or the Senate Chair.

Article III. Voting

- A. Each committee member shall have one vote in the proceedings of the committee. Only duly elected members shall be eligible to vote.
- B. A simple majority of the membership shall constitute a quorum. For purposes of calculating a quorum the size of the body shall exclude unfilled vacancies. At no time, however, shall a quorum fall below one third of the total membership including unfilled vacancies.

Article IV. Meetings

- A. A meeting schedule shall be developed by the committee at its initial meeting during each Semester. This schedule shall be provided to the Secretary of the Senate. Special meetings of the committee may be called provided all members are notified at least 48 hours in advance and notice of such meeting is provided to the Chair and Secretary of the Senate.
- B. An agenda shall be distributed at least three working days in advance of any regular meeting.
- C. The Secretary shall compile a list of all members present at each meeting and classify them by unit and publish this list at the beginning of the minutes of the meeting.
- D. The committee shall keep a written record of its meeting minutes on file in the Faculty Senate office.
- E. Any member of the committee who fails to attend two consecutive regularly scheduled meetings of the committee shall be considered to have resigned and the Chair of the Faculty Senate shall instruct the Steering Committee member of the appropriate unit to initiate the process to replace the resigning member.
- F. The committee Chairs shall submit a written annual report to the Chair of the Senate.
- G. All proposed action items from the committees should be referred to the Chair for placement on the Senate meeting agenda.