



# Faculty Senate

## Information Technology Committee

Agenda for meeting of Tuesday, February 8, 2022, 2:00 p.m.

Zoom Meeting:

<https://ucf.zoom.us/j/95688786351?pwd=K0IIOWM0ZWdsRmhUTkNWcmFvbkm5Zz09>

- Call to Order
- Approval of the Minutes
- Mass E-mail policy
  - Review of information collected from other institutions
- Process/policy for evaluating software in the common-good and charging
  - Directory
    - What's available
    - Interest from faculty
  - How do we decide what software is in the common-good and what is not?
    - What is the litmus test?
      - "We will include this if X & Y"
  - Review of information collected from other institutions
- Other/New Business
- Adjournment



# Faculty Senate

## Information Technology Committee

DRAFT Minutes of meeting of Tuesday, January 25, 2022, 2:00 p.m.

Location: Zoom

Roll Call (Screen Verification via Zoom)

Present: Glenn Martin, Lee Dotson, Joseph Harrington, Adam Wells, Anya Andrews, Matt Nobles, Mehmet Altin, Shengli Zou, Thad Anderson, Francisca Yonekura, Elizabeth Klonoff, Pieter Kik, Taj Azarian, Viatcheslav Kokouline, Sumanta Pattanaik, Joe Adams, Allison Hurtado, Christine Meholic (for Matt Hall)

- Call to order at 2:03 pm
- Approval of the Minutes for January 11, 2022
  - No amendments to minutes
- Mass E-mail policy
  - Guests for discussion: Allison Hurtado and Joe Adams
  - Current policy at <https://policies.ucf.edu/documents/4-006.pdf>
    - Policy pertains to UCFIT listserv and how they maintain it. Who is authorized to send e-mails through UCFIT and what is allowed.
    - As written, the policy applies to all. Practice has changed to reflect current use and status.
    - Includes certain restrictions if over 1,000 recipients such as sending after hours. Does this still apply?
  - Policy seems outdated, suggestion to review and align policy with practice
  - Discussion about newsletters and e-mail lists:
    - Useful to know what's available but no current directory of available newsletters, listservs
    - Need a way to be removed from lists
    - Training reminder e-mails – once you have satisfied the training, there should be a way to be removed from future e-mail reminders.
    - A previous resolution was submitted to clarify some issues – email should have info about the sender with contact information, where the email originated from, how to be removed from the list (if it is possible)
  - Is there an approved list of e-mail services?
    - Faculty Excellence uses MailChimp.
    - MailChimp, Constant Contact and MyEmma are main ones used in the colleges.

- Why use outside e-mail service? Existing UCFIT listserv can't do what communicators need it to do.
    - Any restrictions on who external senders can be? Security concerns?
    - Should UCFIT create a pre-approved list of senders with a mechanism to have a new one(s) added?
  - Discussion regarding a dashboard for e-mail lists (also suggested for training and software):
    - Listing of existing e-mail lists
    - Mandatory lists with contact information
    - Optional lists with how to subscribe/unsubscribe
    - Mechanism for submitting non-UCFIT email lists
  - Suggestion: UCFIT to bring a proposed policy to the committee for review – Christine will take suggestion to Matt and Hank
  - Action Item: Glenn will collect thoughts/wish list for the next week. Send your suggestions and comment to Glenn by next Tuesday. Glenn will forward to Matt, Hank, and Christine. UCFIT will bring a draft policy to a subsequent meeting prior to submitting to the university process.
- Common Good
  - Litmus test – Savings for cost or management of license
  - Possible workflow:
    - Are bulk licenses available? (UCFIT determines)
    - Are there enough users for any of those to make this cheaper per user? (How to find out?)
    - Are the savings worth the hassle of organizing? (Decide on some % and \$\$)
    - Do the users share the cost - the department, the college, or UCF/IT?
      - Would wide availability bring in new users, and thus bring benefit to UCF?
  - Could criteria differ for teaching and research?
  - Stats on software that are currently in the common good – Shafaq has stats on research software
  - Motivation to use free software for instruction
  - Suggestion to request policies from other institutions for broadcast email, common good software, cloud computing/storage.
  - Action Item: UCFIT (Matt, Christine) will request policy from MIT. Glenn will ask others for IT policies

Meeting adjourned 2:57 pm