

Faculty Senate
Information Technology Committee
MEETING MINUTES

Meeting Date: Monday, January 14, 2019
Meeting Time: 2:00 – 3:00 pm
Meeting Location: HPA I, Room 335

1. Call to Order

The meeting was called to order at 2:03pm.

2. Roll Call

- Members in attendance: Lee Dotson, Jeannie Hahm, Joseph Harrington, Tameca Harris-Jackson, Athena Hoepfner, Steven Hornik, Pieter Kik, Sumanta Pattanaik, Barbara Sharanowski, John Schultz, Deedra Walton, Gregory Welch.
- Ex officio member in attendance: Michael Sink

3. Motion to pass resolution to send to Faculty Senate on Conference Rooms

- This was a motion via email
- The motion was passed unanimously

4. Approval of Minutes of Dec 10, 2018 (Motion Athena, second Sumanta)

Minutes of December 10, 2018 were approved unanimously with two abstentions (Piter Kik, Steven Hornik).

5. Recognition of Guests

No guests.

6. Pending Business

Navigations/Directions on Campus:

- Digital signing for UCF is coming in that will have wayfinder technology
- The committee wants to invite Ryan Seihamer to a future meeting to discuss how the navigation app can be updated with wayfinder capability. (As the next meeting may be filled with discussion of password issues, Feb 11th meeting may be appropriate)
- A discussion of marketing a new app to students may be needed once developed.

7. New Business

- Frequent NID Password changes: Not only are these disruptive, but likely less secure. Further they are likely not necessary now that we have 2-factor identification.
- The committee would like to propose a resolution to Faculty Senate, which would likely need to be completed by next meeting or via email to make this year.
- Michael Sink will reach out to Chris (ISO/Security) officer to see what they recommend as it involves the state auditor.
 - i. Michael will send recommendations
 - ii. Perhaps All 12 state institutions would need to have similar push.
- Consistent policy is important. Goal would be to follow National Standards recommendations, see below.
- Steven has research from Carnegie Mellon on the topic as well.

National Standards: (provided by Sumanta)

The National Institute of Standards and Technology (NIST) recently revised its Digital Identity Guidelines, and made some recommendations for user password management. (<https://pages.nist.gov/800-63-3/sp800-63b.html>).

The new framework recommends, among other things:

- **Remove periodic password change requirements**

This recommendation is based on multiple studies that have shown requiring frequent password changes actually to be counterproductive to good password security.
- **Drop the algorithmic complexity**

Remove the arbitrary password complexity requirements needing mixtures of upper case letters, symbols and numbers. Like frequent password changes, it has been shown repeatedly that these types of restrictions often result in worse passwords.
- **Require screening of new passwords against lists of commonly used or compromised passwords**

One of the best ways to increase the strength of users' passwords is to screen them against lists of dictionary passwords and known compromised passwords.

NOTE: NIST is a non-regulatory federal agency within the U.S. Department of Commerce. Its mission is to promote U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life. NIST develops Federal Information Processing Standards (FIPS) which the Secretary of Commerce approves and with which federal agencies must comply. NIST also provides guidance documents and recommendations through its Special Publications (SP) 800-series.)

8. Other Business:

- Email Policy issues: The committee discussed several issues, including:
 - i. Platforms for Accessibility - e.g. Linux email not supported
 - ii. Access to emails after leaving UCF are vital to careers, including post-docs, students, faculty and staff
 - iii. Email archive issues and training associated with future archiving on MS Teams.
 - iv. There is a need to balance flexibility with consistency in policy, likely this is impacted by the IT budget

- IT Funding:
 - i. Is not adequately established for subscription based software services
 - ii. We need to understand baseline services that IT should provide for communication, networking, security, collaboration, etc.

9. Adjournment (Motion Joe, Second Athena)

The meeting was adjourned at 3:00pm.

Resolution 2018-2019-9 UCF Conference Rooms

Whereas, collaboration and participation in virtual meetings is required for the normal and effective functioning of the university; and

Whereas, UCF, its programs, its faculty, and its faculty's external collaborators are progressively more interdisciplinary and geographically distributed, resulting in greater demand for teleconferencing and technologies to support distributed meetings and collaborative work; and

Whereas, delays in room scheduling and collaboration software failures result in wasted faculty and support-staff time as well as embarrassment and lost opportunities for UCF; and

Whereas, UCF conference rooms have inconsistent teleconference technology, with many providing no or inadequate teleconference technology; and

Whereas, many faculty and staff lack the technical knowledge to operate the ever-expanding array of conferencing hardware and software, and many conference rooms lack instructions for using the conference systems and obtaining help with their technology; and

Whereas, like all technology, teleconference hardware and software experience various failures - they break, become misconfigured, require updates and upgrades, and generally require regular maintenance and, at times, immediate troubleshooting and support; and

Whereas, over 40% of the main-campus conference rooms are available to all units to schedule and be used for meetings; and

Whereas, the majority of those schedulable conference rooms are assigned to a specific unit, requiring that unit to fund all technology and furniture; and

Whereas, using unit funds to supply the needs of non-unit users is an inappropriate use of a unit's funds; therefore

Be it resolved that the administration identify and take responsibility for generally available conference rooms and:

1. Develop a minimum standard for items to be installed in each conference room, including at least:
 - a. A computer
 - b. A video camera viewing the audience
 - c. Microphones that cover all potential speakers
 - d. Powered loudspeakers
 - e. Software for document collaboration, including simultaneous group editing
 - f. Software for reliable and consistent audiovisual remote participation that enables viewing and hearing of remote participants as well as remote presentations
 - g. Display devices that make a presentation visible to all in the room

46 The standard may specify additional or better elements for larger or special-
47 purpose rooms. Compliance with the Americans with Disabilities Act and other
48 requirements is necessary. Periodic revision is necessary to track changing
49 technology.

50 2. Supply technology, maintenance, and upgrades consistent with item 1 in each generally
51 schedulable UCF conference room; and

52

53 **Be it further resolved** that the administration make available user support services for all UCF
54 conference rooms and:

- 55 1. Provide remote voice and real-time, on-site user support in conference rooms.
56 2. Post instructions for use, troubleshooting, and how to get immediate on-site support in
57 conference rooms.
58 3. Provide (or, with consent of a unit, delegate) conference-room scheduling, with an
59 immediate response to meeting requests (accepted or declined); and

60

61 **Be it further resolved** that nothing in this resolution should be construed as an intention to
62 reduce or change the scheduling priority that units may have over conference rooms.