

**2019-2020 Information Technology Committee**  
**AGENDA**

**Meeting Date:** Monday, November 18, 2019

**Meeting Time:** 2:00 – 3:00 pm.

**Meeting Location:** Millican Hall, room 395E

- **Call to Order**
- **Roll Call**
- **Approval of Minutes of *November 4, 2019***
- **Announcements and Recognition of Guests**
- **Old Business**
  - Data Classification Policy (from 9/30 meeting) <https://policies.ucf.edu/documents/4-008.pdf>
  - Mission of the Committee and how we can function more efficiently (items carried over from last academic year )
    - Description of the committee is available on Faculty Senate page: [http://faculty senate.ucf.edu/committees/IT\\_committee.asp](http://faculty senate.ucf.edu/committees/IT_committee.asp)
- **New Business**
  - **none**
- **Other Business**
- **Adjournment**

**UCF Faculty Senate**  
Information Technology Committee

Minutes of **November 4, 2019**  
BA I, room 230A

Melanie Guldi, chair, called the meeting to order at 2:15 pm. The roll was called orally.

**In Attendance:** Thad Anderson, Anya Andrews, Daniel Barber, Lee Dotson, Dawn Eckhoff, James Gallo, Melanie Guldi (Chair, Senate Liaison), Joseph Harrington (Steering Liaison), Viatcheslav Kokoouline, Altin Mehmet, Matthew Nobles, Sumanta Pattanaik, and JP Peters (ex officio).

**Minutes:** Motion and second made to approve the minutes of October 28, 2019. The minutes were approved.

**Old Business**

- Email issues – No-reply and broadcast email
  - Motion made, seconded, and approved to split this into two issues
  - No-reply email from an office to an individual
    - Faculty need to be able to contact someone for more information, or in case the message is misdirected
    - We decided to make a resolution. V. Kokoouline to draft with J. Harrington's help
  - Broadcast email
    - Faculty (and others) need to know where these messages are coming from, and control which they get
    - We discuss a dashboard in my.ucf.edu listing a person's broadcast email list subscriptions. Some would be required (emergencies, Provost announcements). Others would be optional (health tips).

**New Business**

- None

**Other Business**

- Upcoming meetings:
  - Dec 9, last meeting of year
  - Jan 9 Steering
  - Jan 23 Senate
  - So, to get on the Jan 23 Senate agenda, we need to approve resolutions on Dec 9.

**ADJOURNMENT**

The meeting adjourned at 2:57 pm.