

**Faculty Senate**  
**Information Technology Committee**  
**Meeting Minutes**

Meeting Date:      **November 27, 2017**

Meeting Time:      2:00-3:00 PM

Meeting Location: HPA1, room 335

**1. The Meeting was called to order at 2:03pm**

**2. Roll Call**

- Introductions were conducted. Attendees: Joseph Harrington, John Malala, Reid Oetjen, Thad Anderson, Jeannie Hahm, Sumanta Pattanaik, Lee Dotson, Deedra Walton, Stephanie Vie

**3. Approval of Minutes of *October 23, 2017***

- Minutes from October 23<sup>rd</sup> meeting currently unavailable. Reid will send them later this week. Approval tabled until next meeting.

**4. Announcements and Recognition of Guests**

- JP Peters (UCFIT Cohort 1), Mark Crowe (Unified Communications), Stephen Johnson (College of Sciences IT) gave a presentation on OneDrive. UCFIT endorses the use of OneDrive as a vetted, sanctioned storage solution.

**5. Old Business**

- None

**6. New Business**

- OneDrive presentation – given as a fireside chat demo to outline recent changes and benefits. UCFIT wants to create a demo of how OneDrive can facilitate what faculty/staff want to get done. OneDrive is currently available for all faculty and staff on campus.
- Demo performed on Windows 10. Some features apply to Windows 10 only. Works cross platform via web browser.
- Features reviewed:
  - i. OneDrive folder on computer in File Explorer (left hand navigation)
  - ii. Status symbol – on demand sync. Cloud icon designates that the folder/files are stored in the cloud but can open and download locally. Selective sync available.
  - iii. 5 TB of storage. Limit of 15 GB per file. Recommend less than 100,000 files total per person. Recommendation only and may depend on file sizes.
  - iv. Green check status icon indicates that the files/folder are stored on local device and synced online. In Windows 10, users can choose to always store the folder on the device.
  - v. Email attachments folder is integrated with Outlook
  - vi. “Shared with me” allows for on-campus sharing. Explained use for research activities with students. Right click to share gives option to add email address to send to student. The email provides a link to open the folder/file. User can then bookmark and save as a favorite or download to local device.
  - vii. Silo’d environment – sharing internal is easy, but external sharing is limited. When sharing with external users, an email is sent to the original person the first time it is accessed. Can only share with registered users. External users must have a Microsoft account.
  - viii. Edit document in Word on computer or in browser. Collective editing available in both environments, but local editing not as seamless as online editing.
  - ix. Chat real time feature to collaborate in document at same time.
  - x. Save features – auto save turned on
  - xi. Version control feature holds 500 versions. Right click to view version history.

- xii. Editing features not available online – heavy formatting and templating are better performed offline
- xiii. No VPN or remote desktop required
- xiv. Use case for storing research lab notebooks in online environment – undergraduate research notebook example. Paperless, collaborative, version control. Can create a Notebook per project or per student. OneDrive can be used for sensitive information, but not for highly sensitive information unless the data is encrypted. Edits are automatically timestamped. Can make read only.
- xv. Privacy protections in place for data in the cloud – data is only stored on servers in the U.S. and cannot be data mined.
- xvi. To get access if a user leaves UCF they should work through their college or department.
- xvii. Deleted items can be restored from the recycle bin. Recycle bin can be emptied.
- xviii. Ability to create read/write only access restrictions.
- xix. Feasibility for using as a departmental drive? Upcoming Teams will have additional features more in line with this.
- xx. Plan to migrate to Windows 10 is to work department by department.
- xxi. Delete file deletes all versions; restore feature restores all versions.
- xxii. Also works in Chrome and Firefox.
- xxiii. Clients available - Mac sync client and iOS sync client for access from mobile device.
- xxiv. If editing on phone, download companion app (Word, PowerPoint, etc.)
- xxv. OneDrive handout was distributed at the meeting and shared via OneDrive after the meeting.

## **7. Adjournment**

- Meeting adjourned at 3:07pm