

2019-2020 Information Technology Committee

AGENDA

Meeting Date: Monday, September 30, 2019

Meeting Time: 2:00 – 3:00 pm.

Meeting Location: BA I, room 230A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *September 16, 2019***
4. **Announcements and Recognition of Guests**
5. **Old Business**
 - Resolution 2019-2020-12 Faculty Senate Bylaw Change – Information Technology Committee Membership
 - UCF Rising
 - Cloud Storage Options
6. **New Business**
7. **Other Business**
8. **Adjournment**

UCF Faculty Senate
Information and Technology Committee

Minutes of **September 16, 2019**
BA1-230

Melanie Guldi, chair, called the meeting to order at 2:02 pm. The roll was circulated for signatures and the chair signed for call-in participants.

In Attendance: Mehmet Altin, Anya Andrews, Daniel Barber, Matt Dombrowski, Lee Dotson, Dawn Eckhoff, James Gallo, Sandra Galura, Melanie Guldi, Joseph Harrington, Athena Hoepfner, Pieter Kik, Heath Martin, Matthew Nobles, Sumanta Pattanaik, Michael Sink (ex officio)

Guests: Michael Sink, Associate Vice President & Chief Operating Officer, UCF IT, Tom Cavanaugh, Vice Provost for Digital Learning, Amanda Major, Assistant Instructional Designer, and Amy Denoyelles Senior Instructional Designer

Minutes: Motion and second made to approve the minutes of **March 4, 2019** and **August 26, 2019**. The minutes were approved as recorded.

Old Business

The list of old business items was circulated prior to the meeting, discussed during new business and is in the Items to Discuss for the Upcoming Year, at the end of the minutes.

1. New Business

A. Resolution 2019-2020-12 Faculty Senate Bylaw Change – Information Technology Committee Membership. <http://www.facultysenate.ucf.edu/minutes/Senate/2019-2020/9-5-19/Resolution%202019-2020-12%20Faculty%20Senate%20Bylaw%20Change%20%E2%80%93%20Information%20Technology%20Membership.pdf>

- i. The resolution adds “An associate or senior instructional designer shall serve as an ex officio member” to the ITC Membership statement. The Faculty Senate will make the determination about the resolution.
- ii. There are similar resolutions to add instructional designers on other committees as voting members. The reason for the difference, ex officio on ITC v voting members on other committees, is not yet known to us.
- iii. The prevailing attitude towards having an instructional designer join the ITC membership was positive. No action item resulted from the discussion.
- iv. Joe Harrington was not in the meeting during the discussion but joined later and sent an email to the Chair in advance. He is concerned that the resolution specifies “instructional designers”. All the other membership is specified by unit, not by role or job title. Furthermore, there are relatively few instructional designers.
- v. A potential solution is to modify the resolution to state that the Vice Provost for Digital Learning Digital Learning, or his/her designee is an ex officio member.

B. Items to Discuss for the Upcoming Year

- i. A Draft List of IT Committee Topics for 2019-2020 was sent via email in advance of the meeting and is appended below. We discussed a few items on the list before running out of time and concluding the meeting.
- ii. **UCF Rising:** A program of projects that were the outcome of a consulting project that examined at research processing and procedures. UCF Rising combines business and technology changes for Research. The changes and new technologies are in process and are slated to go live soon.
- iii. **Cloud Storage Services:** We had an open-ended discussion relating to the desire for improved access to cloud storage options for faculty. Mike Sink responded to member comments and questions.

1. Mike Sink confirmed that there is no policy that says you cannot use Drobox. There has been some discussion of an enterprise solution for Drobox with Single Sign On, and some support. There was a survey of cloud services in use by faculty. The follow up is to pick out the services that received the most responses and reach out to the service providers to explore a supportable enterprise option. Individuals or units would need to pay for the cloud service accounts but would get a better rate with a UCF enterprise deal.
2. Some university data is restricted and may only be stored on approved systems. HIPAA data is also restricted, and not allowed on a cloud service until a BAA is in place. An enterprise solution can examine and address security and compliance.
3. Dropbox, Google Drive, and many other cloud storage services are currently not approved. There are concerns about data security and training to inform faculty, so they comply with the relevant data policies.
4. IT could create a data matrix with classifications of data and where it is allowed (i.e. Drobox, Qualtrics, Google Drive)
5. Adding cloud storage clients to the Software Center would help faculty make better use of available cloud storage options. Currently, people using a UCF-provided computer are blocked from installing Drobox, Google Drive, and other clients.
Mike: Data security and PC security are distinct issues to be addressed separately.
6. What is the threshold for supporting a cloud storage service?
Mike: Some criteria are number of institutions using the service, how much storage is provided, cost, maximum file size allowed.
7. OneDrive is approved and does allow UCF faculty to share documents with people outside the university. It requires the recipient to have a Microsoft account.
8. In an enterprise solution, faculty who leave the institution would lose access to the files when they leave.

iv. Draft List of IT Committee Topics for 2019-2020

1. Continued email access for departed UCF employees
2. UCF Rising
3. Mission of the Committee
4. How can we function more efficiently?
5. Health of UCFIT and its ability to serve the university are our #1 concern (SeviceNow)

6. Support for research computing (cloud CPU services, cloud document services, continuity of research computing over funding gaps, STOKES financial model, research group system support).
7. Note, this is distinct from Cloud Storage, like Google Drive, Dropbox)
8. Support for desktop Linux (documented and published access solutions to all campus services, like printing, wireless, wired, and email; user support for desktop Linux).
9. Are there Downtown Campus IT issues we should consider?
10. CDL/Designers want an ex-officio member on the committee, resolution proposed.
11. Discuss whether we can get more university approved cloud storage options (Dropbox, Google) Mike
12. Discuss need for “true” VPN that works directly with library resources OR our own browser plugin (OpenAthens?)

2. Other Business

None.

3. ADJOURNMENT

The meeting adjourned at 2:56 p.m.

1 **Resolution 2019-2020-12 Faculty Senate Bylaw Change – Information**
2 **Technology Committee Membership**

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5 **Whereas**, instructional design faculty are impacted by decisions regarding educational media
6 and communications, and can provide expertise regarding information technology resources,
7 and would like to contribute to the committee; therefore

8
9 **BE IT RESOLVED** that the membership for the Information Technology Committee in the Bylaws
10 be amended as follows:

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12 Membership

13 The committee shall consist of at least one faculty member from each academic unit, selected
14 by the Committee on Committees and the vice president for Information Technologies and
15 Resources or his/her designee (ex officio). An associate or senior instructional designer shall
16 serve as an ex officio member. The committee chair and vice chair shall be elected annually by
17 its membership at the first meeting of the committee after the new Faculty Senate is elected,
18 normally in the early fall term. Terms of service are two years, staggered.

Approved by the Faculty Senate Steering Committee on August 22, 2019.