Mark Morvant reported that D2L will be the campus system for at least 2 years based on inconclusive results from experiments with D2L, Canvas, and Schoology last spring.

The university explored FERPA training for all employees. FERPA training is important for all faculty and staff and OU HSC has such training online. OU Legal determined that only employees that have advanced access will be required to take the training; regular faculty will not have to take the training.

"Strictly instructional faculty are exempted from the requirement. er the Provost office, faculty/staff who have advisor roles in Banner SSB or who have roles in Banner INB or who have Cognos licenses will be required to take the training."

Over the semester, ITC received several reports on outages some were caused by infrastructure failures which will be addressed when the university converts all applications to the new data center. Others have been caused by service blocks because of spam generation following system compromise. Much of the risk for compromise comes from phishing attacks on e-mail or other OU systems. ITC has produced a password policy that will let OU-IT proceed with technology fixes.

OU-IT has made a number of new products available to the campus. Among them are Lynda.com, Adobe, and Office365. Each of these have the promise of impacting the educational mission of the university with a necessary change in how we use technology. Nick briefed the group that Adobe is now available for download on the IT store site: https://itstore.ou.edu/Account/LogOn?ReturnUrl=%2f. We hope to have direct access to the Adobe Creative Cloud in the spring to alleviate the need to download the software.

Carl Grant reviewed the ITC website and observed that the site was out of date and most of the policies referred to on it were in draft, not final form. Carl, with help from the library IT staff, rolled out a new site in May. Further ITC discussed and approved a password policy statement (attached) for review by the senate in the fall. Discussion around the policy revealed that without an appropriate technology toolkit we could not enact a very strong policy. This became a question of whether IT could proceed without a policy and whether we could enact a policy without the tools. The resulting policy is weaker than we would like, but one that should provide the justification for IT to move on tool development.

Loretta Early, Nick Key, and Eddie Heubsch led the discussion on current IT initiatives including:
- **Infrastructure.** Legacy data centers, such as those at Merrick and NEL, are being shut down and relocated to new data center. Much will be accomplished this spring.
- **Wireless and networking upgrades** will continue.
- **Mobile app for D2L** is being finalized and should be ready by February. This is structured mainly for students at this time, although a separate app for faculty is possible. Mark Morvant stressed that it would be helpful for students to be able to submit items with mobile devices to the D2L dropbox. Currently, students must leave a mobile device and submit via a laptop or other computer. This functionality will be upcoming in a future release per the vendor.
- **Dropbox campus license.** Negotiations near completion. Goal is to reduce campus costs and offer access to faculty and staff, as well as comply with FERPA. The Administration is centrally funding 500 licenses. The cost to add additional faculty and staff will be around $62 annually.

- **Enterprise systems.** Finance upgrade will be finished in the spring. We will also be implementing a new Affordable Care Act tracking system.

- **Lynda.com.** There will be more communication this spring. Since November there have been 22,000 videos downloaded by 1,800 users.

- **Office 365.** Implementation of the Office365 apps is occurring and should conclude this spring. Only Norman Campus users will be migrating at this time. Mail will be migrated over a longer period of time that is yet to be determined. There is a free version for personal access, but that can only be used with a private e-mail address rather than an OU address.

- **OneDrive.** Space to be shared for access by faculty and staff.

The January 9 Expo was attended by approximately 220 participants and volunteers at the Forum. There were likely more attendees, but many may not have officially signed up and only wanted to participate in one or two sessions of interest. Suggestions for improvement included electronic evaluations, defining vendor vs. other workshops, and possible future locations. Nick Key will provide more information about alternative sites for the future.

Loretta Early provide update on IT reorganization designed to make IT deliberate and focused on increasing agility while maintaining stability and resilience of core systems. Working with every college on campus on new initiatives, integrating technology to the curriculum.

- **Structure overview:**
  - Campus Community Engagement – Nick Key was filling this role.
  - Service Management and Service desk operations were moved to this org in alignment with ITIL best practices
  - Information Security and Risk Management – Ken Kurz
  - Design, Data, Development – Innovation and rapid paced activities.

Vice Provost Simin Pulat introduced Digital Measures (DM) – Activity Insight (AI) a software package that captures faculty activity. Karen Horne – OU’s project manager for AI talked about how the software is essentially a database and reporting system. We have a 5 yr site license. Engineering and Education are currently piloting the system as well as HSC medicine & pharmacy. A lot of universities are already using AI. The product is intended to “enter data once and use for many purposes”. The data can be integrated with Webcom’s content management system. The first step is entering one year of data for the instructor. Data can be auto populated from Banner for course information as well as Cayuse and other university repositories. Carl asked about staff – no plans to enter data for anyone other than regular faculty. Eddie asked how ORCID Open Researcher and Contributor ID can be fit into the project and Karen explained that it is possible to incorporate ORCID. Mark Morvant explained that when you publish to ORCID, AI could pull this information in. AI mentioned challenges with reporting when you have more than one instructor for a class. Karen mentioned plans for integrating DM with CollegeNet. Boris mentioned that AI could add more workload for faculty and Simin explained that the system would actually reduce faculty data entry over time. AI suggested that more information is given to faculty on how DM will make their lives better and explain how reporting will work.
Nick announced that the D2L move to Shared Services has been postponed to June 6/7. Mark mentioned that this could be problematic with instruction/reporting of grades. Nick will verify with his team that June 6/7 is best and may come back with a more favorable date closer to mid-May.

**University of Oklahoma Norman Campus Password and Account Policy**

- **Approved:**
- **Revised/Renewed:**

This policy and the included specifications apply to all OU Norman campus entities. Norman campus entities contracting with service providers must ensure those service providers meet these requirements as well. Departmental policies may require more restrictions. Exceptions to these standards must be documented and approved by respective Departmental Leadership.

Those users utilizing a Sooner ID (4+4) login and who log into the \Sooner\ domain (Example: \sooner\smit5555) will automatically operate under the policies outlined below, once they are approved and implemented. For those logging into other OU owned systems/domains, a written policy will be made available for reference and self-adherence. If a user needs other solutions, such as a password vault, they should check with their IT representative for a list of available solutions.

**Account Provisioning**

- Users must have their own unique individual account.
- Users must create and change their own passwords. However, **password resets** are an exception discussed below.
- Default and vendor supplied passwords must be changed before production use or the account must be disabled.

**Password Specifications for All Accounts**

Passwords **must**:

- Be a minimum of 8 characters.
- Contain a combination of upper and lowercase letters.
- Contain at least one number or symbol.
- Not contain your user name.
- Not be the same as the previous password.
- Be changed every 365 days.

**Communication**

- Users must never ask others for their password(s)
- Users must never share their password with anyone else, even with IT.
- Neither users, nor any websites they might create or maintain, use passwords in clear text.
- Password resets must be one-time use, auto-generated random passwords (sent separately from the username) that may only be used for systems that require an immediate first login password change by the user.