Notes from I.T. Council meeting 1/12/15

Faculty Senate conference room

Attendees

Al Schwarzkopf, Chair – Business	Chris Cook – CAPS	Lance Drege – Music
Loretta Early – OU I.T.	Carl Grant – Libraries	Eddie Heubsch – OU I.T.
Mark Jones – Budget Office	Robert Kelly – Provost Office	Nick Key – OU I.T.
Patrick Livingood – Anthropology	Burr Millsap – Admin & Finance	Mark Morvant - Ctr. for Teaching Exc.
Elizabeth Prober - Architecture		

Meeting start: 10:35 a.m.

- **Adjustment to December minutes:** Mark Morvant noted an adjustment. The FERPA training issue language implies access to all systems rather than only 3 systems. **(I'm uncertain about the issue and the exact phrasing here. Please amend.)**

- **ITC web site update:** Carl Grant presented the proposed look of the ITC web site. Al Schwarzkopf suggested links back and forth between the main university IT site and the ITC site. Robert Kelly noted it would be useful to have a link to the Provost Office web site as well.

- **IT initiatives:** 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 with 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.

- **E-mail access after graduation:** Clarification noting students have access to OU e-mail address for one academic year after graduation.

- **Action items**: Al Schwarzkopf mentioned that the protocol for approval of adjusted or new policies should flow through the ITC, the Faculty Senate Executive Committee, the Faculty Senate, University administration, and the Board of Regents. Al and Carl Grant met with the Office of Legal Counsel concerning password policies, and email policies.

   Discussion then centered on recommendations for *password policies and guidelines*. Among items to be considered are how strong passwords should be, how often to change a password, previous passwords may not be used, etc. There may be associated tool kits for passwords that would be a check on strength, a reminder to change on a periodic basis, and include a password recovery mechanism for users. A state policy requires passwords change every 90 days, although higher education currently has an exemption. That exemption may soon expire. It was also discussed that the entire identity management policies need to be examined. Al, Eddie Heubsch, and Chris Cook, along with Jeff Wall from I.T. will review and make recommendations.

- **Academic Tech Expo:** 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.

- **Next meeting:** February 16, 2015.

Meeting end: 11:25.