

Group: Information Technology Council 2019-2020
Subject: Minutes for ITC Monthly Meeting
Date: Monday, November 18th, 2019, 9:30-10:30
Location: Bizzell Memorial Library, Travis Room

Recorder: Darin Fox

Attendees: Karen Rupp-Serrano (OU Libraries), Twila Camp (OU Libraries), Darin Fox (Law), Andy Fagg (Computer Science), Jeff Boles (Center for Public Management), David Horton (OU IT), Aaron Biggs (Provost Office), Nick Key (OU IT), Eric Boyd (EM), Chris Kobza (OU IT), Jonathan Karatz (Tulsa), April Dickson (OU IT)

1. Minutes approved by acclamation.

2. Former Employee System Access

- a. Emeritus Faculty (Nick Key): OU IT obtained complete list of Emeritus Faculty from Provost. Emeritus faculty will keep access to everything that current faculty have. In the future, HR will have a flag so that departments can pull a list of Emeritus Faculty.

We have 406 emeritus faculty. There is work ongoing to clarify who is emeritus and who is not. This is being investigated in the Provost Office. Within Peoplesoft, there are two types of Emeritus Faculty: one is an Affiliate, and one is a paid, appointed Emeritus Faculty role.

- b. Retiree account expiration (Nick Key): On January 22, 2019 all retired staff and alumni accounts will expire. 30-day notifications will go out on December 23. Automated reminders will then go out at 15-days, 1 week, 1 day.

Met twice with retirees (about 40 in total), with the last meeting last Thursday.

- c. Retired faculty account expirations (Nick Key): All retired (non-emeritus) faculty will expire on September 30, 2020. Future retirees will have 1 year of access. This time is intended to give the faculty an opportunity to update email addresses or to request a sponsored account.
- d. Exception Accounts (David Horton): Exception accounts: there are currently 5,000 sponsored accounts. These accounts maintain email privileges.
- e. OU Libraries (Twila Camp, Karen Rupp-Serrano): OU Libraries pulled a list of retirees (faculty, staff, emeritus) & sent email via Alma. Retirees will be converted to local users with updated personal email addresses.

Handout describing Retiree Change Impacts (enclosed)

OU Libraries license agreements do not envision retiree access. So, no cost savings with the deactivations, but OU comes into compliance with the licenses. OU Libraries does not plan to send out another notification. Retired staff that will lose access on January 22.

3. IT Policy, Standard & Procedure Program (April Dickson): Will report on comments received on these policies. Phased approach. The portal for comments will be available on an ongoing basis, but the first draft of policy will incorporate comments submitted before the deadline on the Sharepoint site.

Information Protection Standard comment period will be ending in a couple weeks. There will be an Information Protection Standard for each classification type. Category A is health-related information, Category B is payment card information, Category C is student and faculty course information (FERPA), Category D1 is for confidential research, Category D2 is for traditional research, Category E is for university administrative and financial information, Category F is for public information. B and D1 are open for comment now. Category C will open for comment next month. Goal was to have the minimum number of standards and policies that will be comprehensive for faculty, staff, and students to use.

- a. Communication and Rollout:

Andy – faculty, staff, and students may not read these policies. Will there be efforts/communications to educate the community?

David – most of the people that will need to read and understand the Standards will be specific staff and faculty operating key systems relating to the Standards. Most faculty, staff, and students that are just consuming services: they will likely not need to read the Standards.

April – OU IT is suggesting a 1-year effective date after approval of each standard and policy. Rollout process will likely include document reviews, email communications, meetings/interviews within business units. Internal audit, CITL, Risk Management, three-campus meetings will be channels. In the past, compliance has been system based.

Andy – in some cases, system replacements will need to happen to meet new Standards. Future goal for April's office will be exception request management. How to mitigate risks that are triggered by exception request?

David – sometimes, a risk is "accepted" by the business.

- b. Approved Policies and Standards: Two policies have been approved: Information Protection Policy, OU Acceptable Use Policy have been approved and one standard (Information Protection Standard approved).

4. Other business

- a. Next meetings: Feb 17, March 23, April 20
- b. Need to start using zoom facilities in our meeting room