

## Library, Media, and Information Services Committee Minutes 2/1/2019

Minutes: Jane Carlin, Kate Cohn, Jeremy Cucco, Andrew Gomez, Sue Hannaford (minute taker), Quentin Hubbard, David Latimer (Chair), Kaity Peake, Lori Ricigliano, Adam Smith

The meeting was called to order at 8:03 am.

David Latimer was nominated and then selected to serve as chair LMIS for the spring semester.

Minutes from 12/4/2018 approved.

Latimer then turned the committee's attention to a discussion of the next steps in implementation of the "Best Practices for Handling Sensitive Documents" document. "best practices" document. Latimer noted that some of the specific content in the current version of the draft are already out of date. For example, last year faculty were encouraged to avoid using Google docs in teaching and committee work, but now that the school is formally adopting Google, this recommendation will change. Latimer noted that at the Dec 4, 2018 meeting the committee decided to split the document into two parts: a "timeless" summary of general principles and the second being specific information on when, where, and how documents should be shared, stored, and disposed of. Latimer asked the committee to identify what goes into the timeless side and what needs to be updated regularly.

Hannaford mentioned that LMIS had received feedback from several faculty committees, and this feedback included specific questions. For example, one question was whether Soundnet and drives will continue to be used. Cucco explained that faculty will be able to continue to use Soundnet, but noted that the university Google drive can be used in place of and in complementation to Soundnet. He cautioned that Google drive is okay for FERPA information but not for HIPPA protected information. Cucco also cautioned that sharing documents using Google drive is problematic and faculty need to be conscientious of those we share the document with. Cohn then asked about the replacement for Soundnet. Is it possible that Google drive can fill the role of Soundnet? Cucco explained that while Google drive may replace Soundnet for file sharing, there are some university divisions that use Soundnet for workflow.

Gomez noted that many departments have been using Moodle to share material during the faculty evaluation process. He noted that one problem with the tenure review example is that faculty typically downloaded some of those files to their personal computer. He asked where this material will go. Cucco noted that Tech Services is thinking about this problem and Lauren Nicandri and Kaity Peake will be supporting this transition.

Latimer said that in drafting the document, last year's LMIS committee were thinking about personal faculty use. However, when the committee sent the draft out to the PSC, ASC and FAC committees we got back information about the shared use. Carlin advocated keeping the "Best Practices for Handling Sensitive Documents" document targeted for guiding individual faculty

rather than attempting to prescribe how standing committees should handle sensitive material. She noted that LMIS can make some recommendations – perhaps asking the Senate to act upon it – but keep the document focused on individual faculty.

Cohn suggested that we might want to include advice in the document about how to find and get rid of sensitive documents. She noted that Mac computers will save things to the download document, but a PC will put it in my documents. The document could list the common directories faculty could look at to see if their own computers have sensitive documents. Carlin supported this suggestion and added that it would be useful to integrate this information into the new faculty orientation, recommending to new faculty that on a yearly basis they may want to look at these directories. Ricigliano agreed that there is a need for professional development sessions.

Latimer noted that specific information on when, where, and how documents should be shared, stored, and disposed of will need to be regularly updated. He asked if someone in Tech Services be able to annually reassess and update it. Cucco answered that there is a person at TS who is responsible for information security, and this would fit into that role. Carlin then wondered if it would be possible to have a specific section of the TS website that might bring together all the links.

Cohn volunteered to sound out when it would be most useful to consult with the new university counsel.

Cucco stated that with respect to security, one possibility is bad actors phishing members of the university. He noted that Tech Services will be introducing a mandatory, on-line, 30 to 45 course to bring faculty up to date about such risks. He recounted a current problem with phishers tricking faculty members so that their paychecks have been redirected to a fraudulent direct deposit account. This led to a discussion of when the university employs multifactor authentication. Cucco explained that some departments on campus, such as CHAWS, already use multifactor authentication, and that there is the potential to adopt Duo (a two factor authentication app).

Latimer said he would like to make a move on this and set the goal of bifurcating the current document into two portions at our next meeting.

Latimer then stated that in the coming semester he would like to use case studies to address the other senate charge of how clarifying the general policies and processes related to making changes in library and information systems to the academic program. He suggested that perhaps the Moodle to Canvas transition, implementation of Google, possible multifactor authentication adopting, and consideration of what's going to replace Soundnet might all be potential case Studies. Cucco said that Tech Services is going to start sending out a monthly update so that there will be greater transparency about what TS is doing. To start sending out a technology update coming over the next month and inviting people to be part of the discussion. Cohn asked if there was anything we could learn from a case study from Canvas that would

continue to assist faculty with the transition. Smith asked if there is an official policy regarding Linux use.

With time running short, the committee decided to create an LMIS team drive and upload the current document. Latimer asked all the committee members to look over the document with an eye towards splitting it into two parts .

Meeting was adjourned at 8:55