

Meeting of PSC on Mon Nov 12, 2018

Present: Provost Kris Bartanen, Pepa Lago-Grana, Fred Hamel, Jim Jasinski, Andreas Madlung, Amanda Mifflin, Paula Wilson

Minutes from the PSC meeting on October 22, 2018 were approved.

PSC is waiting to receive Departmental Review Guidelines from Religious Studies and Exercise Science, both due in Fall 2018 and Psychology and SOAN, due in Spring 2019. The review cycle is every eight years.

PSC is also waiting for Departmental Review Guidelines from last year from German Studies, Geology, and Classics. Hispanic Studies, a relatively new Department, is responding to feedback from PSC, which will be ready for PSC for our next meeting.

Chair Madlung led us in responding to Sue Hannaford's request for PSC to review the document drafted by LMIS called *Standards and Best Practices for Handling Sensitive and Confidential Documents* and to respond to four questions listed below, along with our responses.

PSC members want to thank the LMIS for their good work in drafting the document and acknowledge that it represents substantial work.

1. Within the Committee, have you discussed how you handle and manage confidential information?

Provost Bartanen said that the PSC has worked to have the minutes be informative while maintaining confidentiality. The minutes reference the discussion while maintaining confidentiality.

The PSC is guided by the *Faculty Code* with respect to the minutes of appeals or grievances. If something comes to PSC that requires such confidentiality, chapter 3 (for evaluation appeals) and chapter 6 (for grievances) of the *Code* are clear. The recording of the discussion and the document summarizing the discussion goes into the locked archives behind a locked door, where such faculty records are kept for six years.

2. Do you or are you planning to have documentation associated with your Committee processes and procedures that address handling and management of confidential information? If so please share it with us.

The PSC handles and manages confidentiality according to the *Faculty Code*. The PSC has minutes from last year and the prior two years about the taking of minutes. For a couple of meetings, there were two sets of minutes, the published minutes those that maintained confidentiality, and the more functional and detailed minutes for the PSC.

Provost Bartanen suggested that the PSC could create a document that says how the PSC handles the meeting minutes.

A Mifflin suggested a Faculty Senate handbook for how things work for committees, which would be especially useful to new members of the committees, as well as new chairs. Several PSC members agreed with this idea.

3. As you review the LMIS document, what parts of the guidelines and best practices are helpful? Unclear? Do you have suggestions for improving the document?

As you (LMIS) continue to work on this, what is the status of this document? Do you view this document as providing guidelines, or requirements? Are there policy implications that PSC should review?

Is LMIS working with legal counsel with respect to the consequences if there is a data breach?

We as faculty and PSC members share a common interest with LMIS, that we want confidential information to be secure. Faculty want an easy way to go back and forth from the office and home. The Cloud makes it easy. However, according to the LMIS document, Dropbox and Google Drive are not secure places for confidential documents. The PSC would appreciate guidance as to what cloud services are secure.

Would faculty be liable if something was hacked out of his/her/their personal Dropbox?

Provost Bartanen told us that Puget Sound has become a Google University and is moving (or has moved) to Google Suite. Does this mean that the Google Drive within the Google Suite is more secure? Will this be the new preferred location for confidential documents?

A Madlung asked if LMIS will adopt guidelines regarding file saving. Could LMIS adopt guidelines for best practices for new faculty members and best practices for existing faculty members (with multiple hard drives, flash drives, computers in various states of functionality).

With our PSC hats, what if we get news that the preferred way is X, and faculty member prefers to do Y. We'd like clarity on what is required of faculty, versus what is preferred. If we're all behaving using our best professional judgment, then if there is a problem, can we assume that we are legally protected?

4. Can you comment on how you might apply the guidelines within the framework of your Committee work?

We have questions about the preferred location for confidential information.

LMIS indicates that the preferred location for confidential and sensitive documents is SoundNet, which is Puget Sound's name for Sharepoint software. PSC members indicated that SoundNet is not particularly user friendly.

Or is the preferred location for confidential and sensitive documents Google Suite? If yes, then the LMIS document may need to be updated.

PSC and FAC documents are HR or personnel documents, not under FERPA or HIPAA purview. It would not be difficult for PSC to be in compliance if we had a secure location for storing the confidential files that was for the long-term and easy for faculty to use.

To summarize, we appreciate the work done by LMIS to draft the document *Standards and Best Practices for Handling Sensitive and Confidential Documents*. PSC members agreed that we feel good about how the committee handles sensitive and confidential documents. Several committee members agreed we have work to do as individual faculty members and look forward to clarity about best practices for new and existing faculty with respect to handling sensitive and confidential documents.

F Hamel asked how many committees have seen this document? Provost Bartanen said FAC, PSC, ASC, IRB.

For Spring 2019 J Jasinski had a class scheduling change he agreed to in order to accommodate sophomore students. Given the class conflict, he requested that PSC move our meeting time from 1:00-2:00 pm to 1:30-2:30 pm on Fridays. PSC members agreed to the change. J Jasinski will check with Deanna Kass to ensure it works for all members and to adjust the meeting room reservation.

PSC next meets on Mon Nov 26 and again on Dec 10.

Meeting adjourned at 4:51 pm.

Respectively submitted by
Paula Wilson