ITAC Meeting

Date: Friday, February 21st 2020
Time: 2:00 pm
Location: HS 2010

The meeting was attended in person by Justin Park, Lis Hames, Veronica Trammell, Jeff Delaney, Davide Gaetano, Jim Herbert, Mariel Fox, Rebecca Petersen, Jason Penwell, Kristine Kim (Hwang), Christina Coronado, Tom Boyle, Katherine D'Ambra, Matt Bain, Svetlana Peltsverger, Undra Baldwin, Paul Parker, Ana Edwards, Brian R. Lawler.

Participant attending remotely was Alison Hedrick, Tris Ustchig, Humayan Zafar and Pearlie Harris.

Meeting called to order at 2:00 PM by Justin Park.

Agenda
Old Business
1. Vote on November minute – Lis Hames
   a. Justin Park conducted a count of voting members present.
   b. There are twelve voting members present; quorum met.
   c. Tris Ustchig motioned to approve the minutes from the November 15, 2019 ITAC Meeting.
   d. Motion seconded.
   e. Unanimous vote
   f. Motion to approve November 15, 2019 minutes carried.
2. Discussion on membership – Justin Park
   a. Request from UITS VP Office of Research to join ITAC which will require a change in our bylaws
   b. We can approach this two ways:
      i. Add specific department
      ii. Or be less specific so those departments can be added

      c. Mimic the bylaws from faculty section that state one representative from each college and state one representative from each administrative department

      d. The other option is to just vote that other one in if it's an easy process. Otherwise if we have to go to Faculty Senate for approval, then just make it more generic

          i. Justin stated that we do not have to get this approved by Faculty Senate

      e. Mariel Fox asked if bylaws state how bylaws can be changed. This information is in the last section of the ITAC bylaws

      f. Matt Bain suggested a subcommittee on bylaws and make wording a little bit more generic

      g. Mariel Fox stated that getting an accurate membership count is needed in order to get for a quorum

      h. Svetlana Peltsberger mentioned that we spend a lot of time discussing bylaws, could be a better use of time discussing other topics.

      i. Executive committee meeting in March to discuss and then reach back out to everyone to discuss this further of how we can revise the bylaws

3. Research computing subcommittee update – Justin Park

      a. Tom Boyle – Office of Research is very open to suggestions.

      b. Many things can be changed

          i. Faculty members using this software for research

          ii. How many users? 100, not all accurate, 20 new users this month, 4 new faculty and 16 students

          iii. Tom happy to facilitate training sessions for departments

          iv. Great system, but not many people using it

          v. PT Data Scientists being hired, could help people know what HPC could do for them, what's available and how to use the tools

          vi. Email Justin any suggestions that you may have

New Business

1. Updates from UITS – Dr. Jeff Delaney

      a. External Sender

i. We have a choice concerning external senders feature that can be added to email, but it would great to have this.
ii. It helps prevent problems related to phishing and scam emails
iii. Several options for how this message can show:
1. Warning sign on any email that originates from off campus. Would show before you read body of email
2. Put [External] in brackets in front of email subject line
3. Banner on bottom, less intrusive
4. Less invasive, small caution message on the bottom, but this may be harder for someone to see
5. Embedded Text
   a. External sender above first line in email
6. Would see External note on calendar requests too
7. Is there a way to add emails to a safe list (whitelist)
   a. Depends on how outside entity sends mail
8. It would be a university wide, global setting
iv. How could we gather info about preferences for these settings?
1. Mariel Fox – suggested a survey to see which of the options people prefer
2. Dr. Delaney asked if we need training
3. Brian Lawler suggested that UITS not ask anyone concerning preferences
4. Dr. Delaney – gave example from UGA, used caution box options and people couldn't read message on mobile device.
5. Tris Ustchig stated that it will stop being noticed after a while, can it include color?
   a. UITS will need to check and see if that's possible
6. Suggestion was made to include: External on subject line, box at the bottom
7. Question was asked that if you keep responding and forwarding, does it repeat (External). UITS does not think so.

b. Data Loss Prevention (DLP) Notifications, Steven Gay

    i. No choice on this one

    ii. SSN, CC (credit card numbers), and DL (driver's license numbers) – will be blocked as they cannot be sent by email

      1. Restrict KSU ID's through email

        a. You can send one KSU ID, internal/external with no issues

        b. Multiple KSU ID's, sent internally, OK. Sent externally or to student account, it will be blocked.

      2. Relies on Algorithm, so in the beginning there could be false or positive results

      3. Want feedback during testing, not live right now

  c. Side note on Bylaws discussed earlier, Dr. Delaney

    i. Send out message by survey, assuming there is quorum, if you don't vote or send out a response, we assume you are abstaining

    ii. We know everyone got the message using this method, might be more effective

2. Open source software installation - Rebecca Petersen

  a. Humanities and Social Sciences

    i. Faculty members wants to use Digital Wiki version of software to house department bylaws, but was unable to gain UITS approval

      1. Other Options presented by UITS

        a. There is a Wiki within Office 365

        b. Same functionality is also in Teams

3. Other business

  a. New lectern: 2 people showed for Marietta demonstration

  b. Document cameras are the main issue cited; no other feedback other than that.

  c. Lifecycle replacement, most document cameras are still functional. UITS leaving the document camera as is and will put in one if needed and not in the room.

  4. UITS reported that Skype for Business will cease, and individuals will have to use Microsoft Chat in the future. This does not affect just the regular version of Skype.

  5. Web Ex will also cease, and Microsoft Teams will take its place.

6. A suggestion was made that we put ITAC Minutes in Microsoft teams
    a. UITS to assist with creating a Microsoft Team site for ITAC members
7. Update on Digital badging – Jim Herbert
    a. Been exploring digital badge options and it was narrowed down to three vendors.
        i. Badger: cost less
        ii. Credly: cost more
        iii. Learning Machine – did not get to test this one
    b. In the end, one vendor was not identified or selected.
    c. KSU currently does not have any policies or governance surrounding digital badges
    d. Recommendation from the group, which consisted of Dr. Delaney, Jim Herbert, and Provost Schwaig was to:
        i. Call small group together to see what this might look like
            1. Especially on academic credentialing side
8. Meeting adjourned at 3:18pm

Upcoming ITAC Meetings

Executive committee meeting: March 20th, 2020, details TBA

Full committee meeting: April 17th, 2020, details TBA