

ITAC Meeting

Date: Friday, March 15th 2019

Time: 2:00 pm

Location: HS 1105

The meeting was attended in person by Heather Abbott-Lyon, Justin Park, Mariel Fox, Svetlana Peltsverger, Wes Rhea, Amber Smith, Jim Herbert, Mark Byrd, Stephan Gay, Lori Meadows, Jon Hansen, and Thomas Butterworth and via WebEx by Tris Utschig, John David Johnson and Jack Delinsky.

Meeting called to order at 2:00 PM by Heather Abbott-Lyon.

Agenda

Old Business

1. Bylaws and University Handbook update – Heather Abbott-Lyon
 - a. Faculty Senate reviewed our proposed changes to the ITAC bylaws and university handbook. They were okay with all of the changes with one notable exception: They wanted clarification that the College of Professional Education and the KSU Library System will each have a voting right, instead of lumping them in with “Colleges.”
 - b. ITAC will have an electronic vote to approve these revisions.
 - c. Heather will send the revised version to Faculty Senate in April.
 - d. Revisions of the section on ITAC in the University Handbook will miss the March deadline, but ITAC can operate on the new Bylaws once they are approved.
2. Digital Badge Subcommittee update – Svetlana Peltsverger
 - a. Considered 5 or 6 vendors, and selected 3 vendors for UITs to consider.
 - b. The subcommittee will meet later (March 18-22) to formalize their recommendations.
3. Data Management Subcommittee update – Heather Abbott-Lyon
 - a. Shared a graphic of the electronically stored information (ESI) spheres of influence.

- b. Heather asked for more volunteers to the subcommittee (current members are Heather Abbott-Lyon, Mariel Fox and Wes Rhea).
- c. Have decided to prepare short (3-5 question) survey to send to ITAC members first, gauging people's major pain points regarding data management.
- d. A second survey will be sent to ITAC members to distribute to their units.
- e. Heather realized from her first attempt to solicit feedback from her department faculty that they are concerned we are prying into their data or their data gathering methods.
- f. We want to be an advising role and not policing colleges.
- g. Mark Byrd introduced himself as the new Executive Director of Institutional Research and that he has been tasked with forming a framework for data governance.

New Business

- 4. High-Performance Computing Subcommittee – Justin Park
 - a. Reported on advanced computing capabilities at KSU – HPC system – that could be utilized more extensively if promoted through workshops and seminars.
 - b. Jim Herbert said there is also the data analytics high-performance computing system used primarily by Dr. Priestly.
- 5. ITAC meeting time for 2019-2020
 - a. Heather will create a Doodle poll to find best days/times for future meetings, but avoiding these time blocks:
 - i. No Thursday mornings.
 - ii. No Wednesdays between 1-3:00 pm.
 - iii. No Tuesday or Thursdays between 12-2:00 pm.
 - b. If your department representative is being replaced, find out who the replacement will be.
 - i. Emails will be sent out in May (after grades are submitted) to find confirm ITAC representatives.
- 6. ITAC officer nominations for 2019-2020
 - a. Officer elections will be in April, if a quorum is present.
 - b. Nominations are being taking for the next 2 weeks.
 - i. Self-nominations are recommended.
 - c. Positions of Chair and Vice-Chair must be filled by faculty, but position of Secretary can be filled by staff.

7. Updates from UITs

- a. Stephen Gay - Cybersecurity Month will be October 2019.
 - i. Oct. 1 will be an all-day Cybersecurity Day at KSU to kick off the month. FBI, GBI, etc. will be speaking on the Kennesaw campus.
 - ii. There will be livestreams available, if allowed, to engage more with the community.
 - iii. If anyone has any suggestions, please email Stephen Gay at sgay@kennesaw.edu.
- b. Stephen Gay - Spear Phishing Attempts
 - i. Phishing attacks have been reported across campus: An employee receives an email from their supervisors asking the employee to purchase gift cards for guests or prominent visitors. The emails look like the supervisor's Kennesaw emails but are not. (e.g., Email is sent from sgay@gmail.com instead of sgay@kennesaw.edu).
 - ii. A few people have fallen for fraud. Solution: Supervisors must have conversations with their employees to warn against such emails.
 - iii. UITs has a 15-minute slide deck presentation on preventing such fraud. Please Stephen if you would like this presentation at your next department meeting.
- c. Davide Gaetano - DUO
 - i. March 1st, Duo went live for students and no serious issues were reported and in fact help desk requests were down for that day.
 - ii. Duo will be rolled out for D2L on May 9th, after grades are due.
 - iii. The next rollout will be for the VPN. VPN will update on March 29th and then Duo will begin on April 17.
 - iv. Reminder: If you receive a request for Duo to authenticate but you did not try to log in to contact UITs to report. Your password has been compromised and UITs can track down who stole it.
- d. Davide Gaetano - Classroom AV

- i. UITS asked for input from a pool of people at the beginning of the year to find out what are some classroom needs for the university.
 - ii. Unsupported software will be swapped out for Smart Podiums.
 - iii. Not removing smart boards.
 - iv. UITS wants to create a class room baseline for equipment.
 - e. Mark Byrd - Data Governance
 - i. Meet with the Provost on March 11th to present thoughts on a framework of data governance at KSU.
 - ii. Based his framework on the University of Notre Dame's Five Pillars of Data Governance.
 - iii. Listed examples of components of data governance.
 - 1. Having standard definitions across the organization.
 - 2. Creating or implementing standards.
 - 3. Bringing all data concerns under one umbrella.
 - 4. Managing access to data to meet compliance requirements and federal and state regulations.
 - 5. Managing data as an asset.
 - 6. Developing roles & responsibilities.
 - 7. Identifying policies and principles to guide data quality and integrity.
 - 8. Addressing data lifecycle management.
 - 9. Destroying data when it has served its purpose.
 - iv. Compliance is the power behind this.
 - v. Give guidance for data governance.
- 8. Other business
 - a. No other business to report.

Upcoming ITAC Meetings

April 19th 2018, 2:00-3:00 pm, HS 1103