

## ITAC Meeting

**Date:** Friday, November 16<sup>th</sup> 2018

**Time:** 2:00 pm

**Location:** HS 1103

The meeting was attended in person by Heather Abbott-Lyon, Tom Boyle, Christina Coronado, Jeff Delaney, Mariel Fox, Davide Gaetano, Stephen Gay, Bill Haggerty, Cheryl Hassman, Jim Herbert, Lis Hames, Alison Hedrick, Rifka Mayani, Lori Meadows, Sasha Padilla, Justin Park, Rebecca Petersen, and Wes Rhea. The meeting was attended via WebEx by John David Johnson.

Meeting called to order at 2:05pm by Heather Abbott-Lyon.

### Agenda

#### *Old Business*

- 1) Vote on October minutes
  - a) A quorum is not present, so we will vote electronically at a later date.
- 2) Bylaws update
  - a) Heather Abbott-Lyon gave an overview of the proposed changes to the purpose statement of the ITAC Bylaws.
    - i) Based on last month's meeting, there seem to be three things we deem as important. The Bylaws currently include 6 purpose statements, but we are considering combining/updating verbiage which will result in 3 purpose statements.
      - (1) Purpose statements 1 and 4 were combined.
      - (2) Purpose statement 2 was removed. (This is a goal of UITS, not ITAC.)
      - (3) Purpose statement 3 was removed. (Since all faculty and staff members enhance the teaching mission of KSU, this is implied.)
      - (4) Purpose statements 5 and 6 were left alone.
    - ii) What else needs to be included?
      - (1) Heather is meeting with the Faculty Senate Executive Committee on November 26<sup>th</sup>.

## *New Business*

### 1) Role of STFAC versus ITAC

- a) Heather Abbott-Lyon discussed the new formation of the Student Technology Fee Advisory Committee (STFAC).
- b) In accordance with [Board Policy 7.3.2.1](#) and [Business Procedures 8.3.2](#), every university in the University System of Georgia is supposed to have such a committee. There is definitely a need for it. Its purpose is distinct from the purpose of ITAC.
- c) The STFAC is responsible for recommendations pertaining to the Student Technology Fee expenditures and other relevant student technology issues.
  - i) The Student Technology Fee is a mandatory fee and charged each semester to all KSU students. Since students pay these fees, it is important for them to have a voice in how the money is spent.
  - ii) Student Technology Fees fund 1) classroom and lab audio visual and computer life cycle replacement, 2) software renewals and hardware maintenance that relate to student classroom and labs, and 3) personnel that directly support students.
  - iii) Any remaining funds will be available for request. The STFAC will evaluate and consider the proposals.

### 2) Data Management

- a) A data management initiative was conducted six months ago. Multiple bodies worked on this initiative. UITS is waiting for the final report.
- b) Data management means different things to different people.
  - i) The College of Science and Math has specific data management concerns, especially as they seek external funding.
    - (1) How do we get information about best procedures and cost?
    - (2) If we write a grant proposal, do we need to include backup storage in the budget?
  - ii) We may not be storing personal data, but we may be storing lots of data that we must retain. Where should it be stored? How should we back it up?
    - (1) We are authorized to buy external hard drives, but they are not monitored by UITS. Most external hard drives are single points of failure. If it fails, you are looking at disaster recovery (data recovery). We can do better than an external hard drive at KSU. UITS can offer network storage (RAID 1). OneDrive may also be an appropriate place.

- c) Perhaps UITS could offer some training workshops on data management for faculty.
- d) The Office of Cybersecurity wrote the language for data management on a \$9.2 million grant. They would love to partner as they have solutions, but there needs to be a conversation. The Data Management subcommittee of ITAC will reach out to them for further discussion.

### 3) Updates from UITS

#### a) Davide Gaetano discussed Duo.

- i) Duo is a two-factor authentication solution supporting the security of personal and university data for campus community members.
  - (1) The idea behind 2-factor authentication is something you know (password) and something you have (phone).
- ii) Duo is first available for OneUSG Connect and KSUmail, Office 365, Adobe Creative Cloud and these other select campus technologies.
- iii) Duo will be required to access these services beginning November 28, but you can begin using the service now.
  - (1) If you wait, you will be forced into the registration process on November 28.
- iv) Duo will be rolled-out to other campus services through 2019.
  - (1) Duo for the KSU VPN will be deployed in December.
  - (2) Duo will rollout to students after the spring semester begins. Student assistants will be required to use Duo to authenticate to OneUSG Connect.
- v) Davide Gaetano demonstrated the process for registering a device. Instructions and documentation are available at <http://uits.kennesaw.edu/duo/>.
  - (1) If you get a push notification/call and you did not prompt it, call the service desk so they can investigate.
  - (2) If traveling abroad and do not have access to a device, you can get a bypass code from UITS. You can also go to the A/V checkout desk to check out a device you can take with you (a keyfob with a button which you push to get a current code).
  - (3) A Duo push/code is tied to a login interaction.
    - (a) A session inside KSU Mail is good for 10 hours.
      - (i) Do not check "Remember me for 10 hours" if using a kiosk/public computer.
    - (b) You have to log into OneUSG Connect every time.

vi) Mariel Fox reported that one person in Staff Senate was upset that they had to use their personal phone for this process. People are sensitive about getting apps pushed on them.

(1) Putting this service on your phone is a convenience to you. It is not a requirement.

(2) Perhaps UITs could add a FAQ that they are willing to work through solutions that satisfy users. UITs will be adding additional FAQs.

b) Jim Herbert discussed Digital Badging.

i) Svetlana Peltsverger sent out a preliminary survey to all members on the Microsoft Teams group. They are currently waiting for feedback to determine if there are enough people in Teams or if it should be addressed campus-wide.

ii) Digital badging is a way to give recognition for certain endeavors. The digital badges can be placed on a webpage or LinkedIn page. It is a graphical badge that links back to the issuer.

Meeting Called to Adjourn at 2:45 p.m. by Heather Abbott-Lyon.

### **Upcoming ITAC Meetings**

January 18<sup>th</sup> 2018, 2:00-3:00 pm, HS 1103

February 15<sup>th</sup> 2018, 2:00-3:00 pm, HS 1103

March 15<sup>th</sup> 2018, 2:00-3:00 pm, HS 1105

April 19<sup>th</sup> 2018, 2:00-3:00 pm, HS 1103