

## **IUPUI Faculty Council Committee Annual Report 2004/2005**

Committee Name: Technology

Annual Report for 2004/2005

Chair: Hasan U. Akay

Secretary: Julie Freeman

### Members:

Hasan Akay, Robin Crumrin, Julie Freeman, Juanita Keck, John McGrew, Bob Vernon, Jeff Wilson, Zao C. Xu, Kenneth E. Byrd, Michael Ernst, Anthony Faiola, Anthony Firulli, Giles Hoyt.

### Liaisons:

Diane Billings, Garland Elmore, Bart Ng.

Action Item and Status (please list):

1. Monitor UITs policies (privacy, UITs Policy Office, peer-to-peer file sharing, security, etc.)
  - a. The committee has worked with Indiana University IT Policy Office (ITPO) throughout the year in reviewing and revising several draft policies that were pending approval. These draft policies had been in place for some time and available on online (<http://www.itpo.iu.edu/policies/drafts.html>), but were waiting for approval by the stakeholders of the IT Offices. They have been still used as guidelines in the absence any approval process. A procedure has been implemented by the committee for a quick review and feedback process for revision and endorsement of the policies. ITPO officers, Mark Bruhn and Merri Lavagnino, as well as UITs Administrative Liaison, Garland Elmore, attended the committee meetings regularly. Similar deliberations on the IT policies have taken place at the IU Bloomington (IUB) Technology Committee. The committee endorsed that there should be one set of policies for both IU Bloomington (IUB) and IUPUI campuses.
  - b. A process has been developed for review of each policy, wherein each policy was assigned to two reviewers (primary and secondary) who were asked to prepare a short report on the policy in advance to be discussed at the committee meetings. A reporting form has been developed as attached to this document. The committee devoted three meetings for reviews of the following policies:
    - i. IT-01: Appropriate Use of IT Resources.
    - ii. IT-02: Misuse or Abuse of IT Resources.
    - iii. IT-03: Eligibility to Use IT Resources.
    - iv. IT-07 Privacy of University IT Resources.
    - v. IT-11: Excessive Use of IT Resources.
    - vi. IT: 21 Use of Electronic Mail.
    - vii. Mass Email Procedures (initiated by IUBL Technology Committee) and

- IT: 22 developed by ITPO earlier on the same topic.
- c. The committee provided suggestions for revisions and clarifications of the above documents. Revised versions of IT-01, 02, 03, and 11 were endorsed by the committee this summer with few additional recommendations.
  - d. The University Counsels were invited to the discussions on IT: 07 because of its importance.
  - e. The committee recommended that IT: 22 and its Bloomington version be combined by the ITPO to come up with a new Mass Email policy for both campuses (IUB and IUPUI).
2. Examine UITS support outside the academic calendar:
    - a. UITS continues to provide support for summer courses too, but classroom technology is not available outside the classes due to financial limitations. This issue may be addressed again.
  3. Faculty input in upper-level UITS hiring:
    - a. For upper level management position hiring, faculty representation seems to be sought on the search and screen committees. UITS seeks nominations from Faculty Council for search committee membership for hiring of directors and higher positions.
  4. Faculty input in UITS policy development and coordination with VP McRobbie:
    - a. Faculty is currently input is being sought on IT policies with the process initiated by the Technology Committee.
    - b. The committee was briefed on the new version of Oncourse (called Oncourse-CL), which will completely replace the current Oncourse (also called Oncourse Classic) in Fall 2006. It appears that the UITS Oncourse team is ready to provide training and implementation support to faculty during the transition period. The committee advised a gradual transition and adequate prior notices on the upcoming changes. The Oncourse group has organized a campus forum on the topic to educate the users in spring 2005. This is expected to continue next year too.
  5. Monitor Internet protocol and security
    - a. This issue came up several times during the committee deliberations in conjunction with the policy IT-07. The committee found out that this is seriously dealt with by the IT Policy and Security Offices. These offices are independent of UITS and directly report to the Vice President of Information Technology. This was welcome by the committee, as it provides a stronger and independent regulatory role for the office.
    - b. Because of the importance of the IT security and privacy matters, the committee strongly recommended that all IUPUI IT personnel should go through a mandatory training and certification program on IT security and privacy. UITS endorses this idea too. Moreover, if this becomes a campus-wide policy, UITS is willing to lead the effort of developing and offering an appropriate training and certification program.
  6. Work with Cyberspace Research Infrastructure task force
    - a. The committee chair, Hasan Akay, attended the meetings of this task force. The

task force met four times and prepared a report which makes several recommendations in enhancing Indiana University's research infrastructure, including services. The report will be made public by VP McRobbie at some convenient time.

Action Items to be carried over to next year:

1. Finalizing the endorsement of IT-07 and IT 11.
2. Continue with the review of remaining draft IT policies, IT-12, 18, 19, 20, 21, and others which may emerge.
3. Work with the Faculty Council to setup a forum for ITPO to present the endorsed policy documents to general public.

Suggested new action items for next year:

1. Take steps in establishing a mandatory training program for all IT personnel on campus, by working with Faculty Council, HR, and UITS.

Other Comments: [e.g., attendance or unit representation concerns]

1. The attendance was good and the members were very cooperative.
2. Members and designated reviewers made serious efforts in reviewing the policy documents and providing constructive recommendations.
3. The Committee Secretary, Julie Freeman, had done a superb job of taking the minutes.
4. The cooperation and assistance received from UITS, ITPO, and Dean Garland Elmore's office were excellent.

Please attach any completed documents or recommendations made by your Committee during this report year. One copy of this report and supporting documents will be sent to the IUPUI University Archives.

The committee meeting agendas and minutes are attached to this report.