

AGENDA

IFC Technology Committee

September 17, 2012

9:00 a.m. – 11:00 a.m.

UL 2115 E

Chair: Barbara Friesth

9:00 a.m. – 9:30 a.m.	<ul style="list-style-type: none">• Call to Order• Introductions• Approval of Agenda• Chair’s Report• Review and Approval of April 16, 2012 Minutes• Review and Approval of 2011 – 2012 Annual Report
9:30 a.m. – 9:45 a.m.	Learning Technologies Steering Committee (LTSC) Report and Pilot Projects Update Anastasia Morrone, Associate Vice President, Learning Technologies
9:45 a.m. – 10:00 a.m.	Testing Center Funding for Proctors Update Anastasia Morrone, Associate Vice President, Learning Technologies
10:00 a.m. – 10:30 a.m.	Tracking Log All
10:30 a.m. – 10:55 a.m.	Future Meeting Topics All
10:55 a.m. – 11:00 a.m.	Other Business
11:00 a.m.	Adjournment

Future Meeting Dates (Tuesdays, location UL 2115E):

October 9, 2012

November 13, 2012

January 15, 2013

February 12, 2013

March 19, 2013

April 9, 2013 (tentative)

AGENDA

IFC Technology Committee

October 9, 2012

9:00 a.m. – 11:00 a.m.

UL 2115 E

Chair: Barbara Friesth

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| 9:00 a.m. – 9:20 a.m. | <ul style="list-style-type: none">• Call to Order• Introductions• Approval of Agenda• Chair's Report• Review and Approval of September 17, 2012 Minutes |
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9:20 a.m. – 9:40 a.m.	IUanyWare Sue Workman, Associate Vice President, Client Services and Support Duane Schau, Director, Leveraged Support
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9:40 a.m. – 10:05 a.m.	Storage of files on SharePoint, Dropbox, and Box Sue Workman, Associate Vice President, Client Services and Support Duane Schau, Director, Leveraged Support
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10:05 a.m. – 10:25 a.m.	Tracking Log All
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10:25 a.m. – 10:30 a.m.	Other Business All
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10:30 a.m. – 11:00 a.m.	Tour of Testing Center in the Engineering, Science and Technology Building (SL 070) All
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11:00 a.m.	Adjournment
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Future Meeting Dates (Tuesdays, location UL 2115 E):

September 17, 2012

October 9, 2012

November 13, 2012

January 15, 2013

February 12, 2013

March 19, 2013

April 9, 2013 (tentative)

AGENDA

IFC Technology Committee

November 13, 2012

9:00 a.m. – 11:00 a.m.

UL 2115 E

Chair: Barbara Friesth

9:00 a.m. – 9:05 a.m.

- **Call to Order**
- **Introductions**

9:05 a.m. – 9:45 a.m.

Online Initiative

Nasser Paydar, Executive Vice Chancellor, Chief Academic Officer

9:45 a.m. – 10:00 a.m.

- **Approval of Agenda**
- **Review and Approval of October 9, 2012 Minutes**
- **Chair's Report**

10:00 a.m. – 10:30 a.m.

FLAGS System (Fostering Learning, Achievement, and Graduation Success)

Jim Murray, Business Systems Director, Academic Advising, University Student Services and Systems (USSS)

Aaron Neal, Director, Enterprise Student Systems, Enterprise Software

10:30 a.m. – 10:40 a.m.

Keyp teaching.iu.edu Update

Anastasia Morrone, Associate Vice President, Learning Technologies

10:40 a.m. – 10:50 a.m.

Tracking Log

All

10:50 a.m. – 11:00 a.m.

Other Business

All

11:00 a.m.

Adjournment

Future Meeting Dates (Tuesdays, location UL 2115 E):

September 17, 2012

October 9, 2012

November 13, 2012

January 15, 2013

February 12, 2013

March 19, 2013

April 9, 2013 (tentative)

AGENDA

IFC Technology Committee

January 15, 2013

9:00 a.m. – 11:00 a.m.

UL 2115 E

Chair: Barbara Friesth

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| 9:00 a.m. – 9:15 a.m. | <ul style="list-style-type: none">• Call to Order• Introductions• Approval of Agenda• Review and Approval of November 13, 2012 Minutes• Chair's Report |
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9:15 a.m. – 10:15 a.m.	Software Decision-Making Process All
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10:15 a.m. – 10:30 a.m.	eTexts Initiative Update All
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10:30 a.m. – 10:45 a.m.	Endnote and Potential Switch to Open Source Product David Lewis, Dean, University Library
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10:45 a.m. – 11:00 a.m.	Action Items Other Business Adjournment All
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Future Meeting Dates (Tuesdays, location UL 2115 E):

September 17, 2012

October 9, 2012

November 13, 2012

January 15, 2013

February 12, 2013

March 19, 2013

April 9, 2013 (tentative)

AGENDA

IFC Technology Committee

February 12, 2013

9:00 a.m. – 11:00 a.m.

UL 2115 E

Chair: Barbara Friesth

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|------------------------------|---|
| 9:00 a.m. – 9:15 a.m. | <ul style="list-style-type: none">• Call to Order• Introductions• Review and Approval of Agenda• Review and Approval of January 15, 2013 Minutes• Update from Learning Technologies Steering Committee• Chair's Report |
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| 9:15 a.m. – 9:55 a.m. | IT Internal Audits of Schools
Mark Bruhn, Associate Vice President for Public Safety and Institutional Assurance
Michael Gardner, Assistant Vice President and Executive Director, Internal Audit
Christine Swafford, Director, Internal Audit
Dennis Gillespie, Assistant Director, Information System Audit, Internal Audit |
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| 9:55 a.m. – 10:15 a.m. | Unicom: Plans for End User Evaluation of the Services
Dennis Cromwell, Associate Vice President, Enterprise Infrastructure
Kirt Guinn, Director, Telecommunication Infrastructure |
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| 10:15 a.m. – 10:30 a.m. | Wireless Update
Dennis Cromwell, Associate Vice President, Enterprise Infrastructure
Kirt Guinn, Director, Telecommunication Infrastructure |
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| 10:30 a.m. – 10:45 a.m. | IT-12.1 Standard: Mobile Device Security
All |
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| 10:45 a.m. – 11:00 a.m. | <ul style="list-style-type: none">• Action Items• Other Business• Adjournment All |
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Future Meeting Dates (Tuesdays, location UL 2115 E):

September 17, 2012

October 9, 2012

November 13, 2012

January 15, 2013

February 12, 2013

March 19, 2013

April 9, 2013 (tentative)

AGENDA

IFC Technology Committee

March 19, 2013

9:00 a.m. – 11:00 a.m.

UL 2115 E

Chair: Barbara Friesth

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|------------------------------|---|
| 9:00 a.m. – 9:15 a.m. | <ul style="list-style-type: none">• Call to Order• Introductions• Approval of Agenda• Review and Approval of February 12, 2013 Minutes• Update from Learning Technologies Steering Committee• Chair's Report |
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| 9:15 a.m. – 9:45 a.m. | Research File System
Kurt Seiffert, Chief Storage Architect, Research Technologies
Kristy Kallback-Rose, Interim Manager, Research Storage, Research Technologies |
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| 9:45 a.m. – 10:05 a.m. | Policy Draft IT-28, Provisioning of IT Services
All |
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| 10:05 a.m. – 10:15 a.m. | Lynda.com
Anastasia Morrone, Associate Vice President, Learning Technologies |
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| 10:15 a.m. – 10:45 a.m. | Endnote
David Lewis, Dean, University Library |
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| 10:45 a.m. – 11:00 a.m. | <ul style="list-style-type: none">• Action Items• Other Business• Adjournment All |
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Future Meeting Dates (Tuesdays, location UL 2115 E):

September 17, 2012

October 9, 2012

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February 12, 2013

March 19, 2013

April 9, 2013

AGENDA

IFC Technology Committee

April 9, 2013

9:00 a.m. – 11:00 a.m.

UL 2115 E

Chair: Barbara Friesth

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|------------------------------|--|
| 9:00 a.m. – 9:15 a.m. | <ul style="list-style-type: none">• Call to Order• Introductions• Approval of Agenda• Review and Approval of March 19, 2013 Minutes• Update from Learning Technologies Steering Committee• Chair's Report |
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| 9:15 a.m. – 10:15 a.m. | Policy Draft IT-28, Provisioning of IT Services
Kim Milford, Chief Information Policy Officer
Craig Stewart, Associate Dean, Research Technologies
Sue Workman, Associate Vice President, Client Services and Support |
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| 10:15 a.m. – 10:25 a.m. | Follow up on final transition of student technology fee (STF) spending, and impact on units
Barbara Friesth |
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| 10:25 a.m. – 10:35 a.m. | Centrally Provided Training
All |
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| 10:35 a.m. – 10:55 a.m. | Discussion of FY 13 – 14 Topics
All |
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| 10:55 a.m. – 11:00 a.m. | <ul style="list-style-type: none">• Action Items• Other Business• Adjournment All |
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Future Meeting Dates (Tuesdays, location UL 2115 E):

September 17, 2012

October 9, 2012

November 13, 2012

January 15, 2013

February 12, 2013

March 19, 2013

April 9, 2013

**IUPUI Faculty Council Technology Committee
September 17, 2012**

Minutes

Members Present: Tina Baich, Barbara Friesth (chair), Andrew Gavrin, Elizabeth Lykins, Anastasia Morrone (acting administrative liaison), Thomas Upton, LaQuia Walker, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Mark Bannatyne, Brenda Burk, James Clack, Barbara Gushrowski, Connie Justice, Michael Kubek, Paula Magee, Kathleen Marrs (executive committee liaison), Peter Nalin, Fred Rees, Michele Roberts, Kathryn Thedwall

Guests: N/A

Agenda:

1. Call to Order and Introductions
2. Approval of the Agenda
3. Chair's Report
4. Review and Approval of the April 16, 2012 Minutes
5. Review and Approval of 2011 – 2012 Annual Report
6. Learning Technologies Steering Committee (LTSC) Report and Pilot Projects Update (Stacy Morrone)
7. Testing Center Funding for Proctors Update (Stacy Morrone)
8. Tracking Log (All)
9. Future Meeting Topics (All)
10. Other Business
11. Adjournment

Materials: 2011 – 2012 Annual Report (on "FC Technology Cmte" Oncourse project site)

1. *Call to Order and Introductions.* The meeting was called to order at 9:07 a.m.
2. *Approval of the Agenda.* The agenda was reviewed and approved.
3. *Chair's Report.* N/A
4. *Review and Approval of April 16, 2012 Minutes.* The minutes were reviewed. In #6, add after sentence two, "This was questioned during the meeting." The minutes as amended were then approved.
5. *Review and Approval of the 2011 – 2012 Annual Report.* The annual report was reviewed and approved.
6. *Learning Technologies Steering Committee (LTSC) Report and Pilot Projects Update.* Stacy Morrone provided background information on the Learning Technologies Steering Committee (LTSC). The LTSC, a jointly appointed committee, advises the Office of the Vice President for Information Technology (OVPIT) about priorities for the initiation and implementation of new teaching and learning technologies, enhancements to existing technologies, and the retirement of these technologies and services. The LTSC report was compiled as a historical document of what has been done in the past two and a half years. Major topics discussed by the LTSC include envisioning the future of student technology centers, multipurpose testing facilities, technology-enabled classrooms, and mobile technologies to enhance teaching and learning. The report is posted to the FCTC Oncourse project site. Stacy Morrone then provided an update on learning technologies pilot projects. The Next.iu.edu Web site contains information on a series of optional pilot projects, and the process whereby people can request to participate in the pilots. The two pilots this fall are CourseNetworking (beta) and Canvas by Instructure. The Center for Evaluation and Education Policy (CEEP) will conduct the evaluation of the pilots. Stacy Morrone then said that the Office of Online Education (OOE) has a Web site at iuonline.edu. As part of the new IU Online education initiative, a new unit within UITS is being formed to provide assistance to produce the online courses. The committee discussed the initiative and expressed concern about the lack of faculty input. Andrew Gavrin, who is on the Faculty Council Technology Committee

(FCTC) and the Learning Technologies Steering Committee (LTSC), found out about the IU Online initiative from the newspaper, the *Indianapolis Star*. He is unhappy with that. As far as he can tell, the IU Online initiative was never discussed with faculty. The administration elected to launch an initiative without having faculty advise the administration. These committees exist to work with administration. Andrew Gavrin is personally disappointed that the FCTC support was not valued enough. The committee generally was in agreement with Andrew Gavrin's statement.

7. *Testing Center Funding for Proctors Update.* Stacy Morrone said that there was a ribbon cutting ceremony for the SL 070 testing facility. It is a much improved facility with an expanded reception area. Two testing facilities on campus have now been successfully opened. Funds for proctoring are paid as follows for the next year. The School of Science pays for two graduate students who serve as supervisors of the proctors. UITS pays for the proctors. The IUPUI Testing Center is contributing staff resources to support the expanded testing operations. This is a trial year to assess interest across the campus in no cost proctoring services for testing. The BS3000 and SL 070 testing facilities are both multi-purpose labs that can be used for testing, and are open for all students as open labs when not in use for testing.
8. *Tracking Log.* Barb Friesth described the origin of the Tracking Log. A subgroup met to discuss a tracking log and that group is no longer meeting. The FCTC needs some ownership of the Tracking Log to build it, review it monthly, add action items, and remove completed items. The Tracking Log spreadsheet is on the FCTC Oncourse project site. An alternative could be to have action items added to the end of the meeting minutes. The action items would contain the person responsible, the date the action item came up, the date it was resolved.
9. *Future Meeting Topics.* The committee discussed the future meeting topics listed below along with tentative meeting dates.
 - IUanyWare (October 9)
 - Storage of files on SharePoint, Dropbox, and Box (October 9)
 - Tour of testing center in the Engineering, Science and Technology Building (SL 070) (October 9)
 - FLAGS: understanding the pathway to get help with programming; can an instructor request a copy or see the boilerplate of emails sent by FLAGS to students (November 13)
 - Unicom, rollout of telecommunication service changes, and plans for end user evaluation of the services (November 13)
 - Wireless update (November 13)
 - Accessing resources in an emergency (doomsday) scenario; best practices for how school chairs and departments continue functioning, and faculty keep teaching (see keep-teaching.iu.edu) (November 13)
 - EndNote and switch to open source product (January 15)
 - eTexts initiative update (January 15)
 - Decision making process, specifically software decisions; how are these decisions made with faculty input (February 12)
 - Business Continuity Plans and IT internal audits of schools; informational strengths and weaknesses of the process (February 12)
 - Online initiative
 - Security training materials
 - Encrypted email
 - Research File System (RFS)
10. *Other Business.* N/A
11. *Adjournment.* The meeting adjourned at 11:00 a.m.

Action Items

- Review status of wireless network and any changes from the previous year
- Continue to monitor communication issues related to technology updates and changes
- Review status of telecommunication rollout, evaluation plan, and readiness to present to the Faculty Council
- Follow up on final transition of student technology fee (STF) spending, impact on units, and student feedback
- Review of available software (IUanyWare, standard builds, EndNote) selection and use
- Review status of new testing center (completed 9/17/2012 by Morrone; revisit status of funding next year)
- Follow up on centrally provided training for security and privacy of data
- Make decision on committee use of tracking log
- FLAGS: can an instructor request a copy or see the boilerplate of emails sent by FLAGS to students (Gavrin)

Next Meeting: Tuesday, October 9, 2012, 9:00 a.m. – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Barbara Friesth.

**IUPUI Faculty Council Technology Committee
October 9, 2012**

Minutes

Members Present: Tina Baich, Mark Bannatyne, Brenda Burk, James Clack, Barbara Friesth (chair), Andrew Gavrin, Elizabeth Lykins, Anastasia Morrone (acting administrative liaison), Michele Roberts, Kathryn Thedwall, Theresa Walsh (meeting recorder)

Members Absent: Barbara Gushrowski, Connie Justice, Michael Kubek, Paula Magee, Kathleen Marrs (executive committee liaison), Peter Nalin, Fred Rees, Thomas Upton, LaQuia Walker, Elizabeth Whipple

Guests: Sue Workman, Associate Vice President, Client Services and Support; Duane Schau, Director, Leveraged Support, Client Services and Support

Agenda:

1. Call to Order and Introductions
2. Approval of the Agenda
3. Chair's Report
4. Review and Approval of the September 17, 2012 Minutes
5. IUanyWare (Sue Workman, Duane Schau)
6. Storage of files on SharePoint, Dropbox, and Box (Sue Workman, Duane Schau)
7. Tracking Log (All)
8. Other Business
9. Tour of Testing Center in the Engineering, Science and Technology Building (SL 070)
10. Adjournment

Materials: (on "FC Technology Cmte" Oncourse project site)

- How does Box compare to other enterprise and commercial storage solutions? (Knowledge Base article)
- What is Cloud Storage and how can I use it with IUanyWare? (Knowledge Base article)

1. *Call to Order and Introductions.* The meeting was called to order at 9:00 a.m.
2. *Approval of the Agenda.* The agenda was reviewed and approved.
3. *Chair's Report.* Barb Friesth gave the FCTC Annual Report to the IUPUI Faculty Council (IFC). The Distance Education (DE) Committee has been revived. The membership is not constituted yet. The IFC will appoint the DE Committee. Barb Friesth is appointed as liaison to the DE Committee. Members of the FCTC expressed concern about the lack of faculty involvement. In general, how are faculty consulted about software decisions. Policies are being explored without faculty input. The new DE committee is charged to address the issue and the concerns the faculty have raised. Executive Vice Chancellor (EVC) Nasser Paydar has been invited to the January 15 FCTC meeting. Committee members discussed meeting with EVC Paydar outside of the committee prior to the January 15 meeting, or inviting EVC Paydar to the November 13 FCTC meeting. If EVC Paydar can attend the November 13 FCTC meeting, Barb Friesth will reach out to Jack Windsor and the IFC Executive Committee to see if any can also attend the November 13 meeting.
4. *Review and Approval of September 17, 2012 Minutes.* The minutes were reviewed. The minutes were approved with the change below to be added at the end of item 6.

Andrew Gavrin, who is on the Faculty Council Technology Committee (FCTC) and the Learning Technologies Steering Committee (LTSC), found out about the IU Online initiative from the newspaper, the *Indianapolis Star*. He is unhappy with that. As far as he can tell, the IU Online initiative was never discussed with faculty. The administration elected to launch an initiative

without having faculty advise the administration. These committees exist to work with administration. Andrew Gavrin is personally disappointed that the FCTC support was not valued enough. The committee generally was in agreement with Andrew Gavrin's statement.

5. *IUanyWare*. Sue Workman introduced the topic of IUanyWare. The pilot is now in production. Sue Workman wanted to ensure that the FCTC members see some of the technologies and are aware of what is available. Sue Workman introduced Duane Schau who demonstrated IUanyWare. IUanyWare is open for all campuses. About 7000 active users are on the system. About 1400 unique users on average use the system daily. Duane Schau demonstrated some of the hardware devices used with IUanyWare. The Knowledge Base (kb.iu.edu) has documents on IUanyWare. A Knowledge Base document is being put together that shows devices and the specific features for each of the devices. For more information, contact Sue Workman at sbworkma@iu.edu.
6. *Storage of files on SharePoint, Dropbox, and Box*. Sue Workman next talked about file storage. She said that early on the focus was on SharePoint. Now we have a Box contract. The cloud storage application, written in-house, can do the same thing on a PC that public storage environments can do. The cloud storage application has the same folder structure that will be there wherever you go. Faculty, students, and staff may use any storage area they want. The topic of FERPA-related data came up. Sue Workman reported that she thought Box could be used for FERPA protected data, however the Knowledge Base document is in conflict with that statement. Barb Friesth requested a definitive answer regarding the ability to use Box or SharePoint with FERPA protected data. No FERPA-related data should be on Dropbox. A concern about archiving curriculum content and adjunct faculty members also came up. A committee member asked about how we train adjunct faculty; how are we managing technology issues with adjunct faculty. Sue Workman concluded the storage topic saying that on October 8, 2012 they put out an RFP for desktops, notebooks, client servers, and tablets. With a 90-day award it should be on time for holiday buying and upgrades. Sue Workman distributed two Knowledge Base articles on Box and other enterprise and commercial storage solutions, and Cloud Storage. For more information, contact Sue Workman at sbworkma@iu.edu.
7. *Tracking Log*. Barb Friesth introduced the topic of the FCTC Tracking Log. She wants to assign a point person and add deadlines to the action items. The committee agreed to add a code if the action item is strategic. Barb Friesth will work with Theresa Walsh to add dates, point person, and whether the action item is strategic or not.
8. *Other Business*. N/A
9. *Tour of Testing Center in the Engineering, Science and Technology Building (SL 070)*. Stacy Morrone introduced the topic of the SL 070 testing center which was recently opened with a ribbon cutting ceremony. She showed some pictures of the facility in the SL suite prior to renovation. The committee then toured the new testing facility.
10. *Adjournment*. The meeting adjourned at 11:00 a.m.

(Continued on next page.)

Action Items

- FLAGS: can an instructor request a copy or see the boilerplate of emails sent by FLAGS to students (11/13/2012, Andrew Gavrin)
- Review status of wireless network and any changes from the previous year (1/15/2013, Barbara Friesth)
- Review status of telecommunication rollout, evaluation plan, and readiness to present to the Faculty Council (Dennis Cromwell presented to Faculty Council on 10/2/2012; 1/15/2013, Barbara Friesth; S)
- EndNote and faculty input on the decision (1/15/2013, Thomas Upton)
- eText Update (1/15/2013, Brenda Burk)
- Faculty input on software selection decisions (Spring 2013, Michele Roberts; S)
- Follow up on centrally provided training for security and privacy of data (Spring 2013, Stacy Morrone)
- Research File System (Spring 2013, Peter Nalin)
- Follow up on final transition of student technology fee (STF) spending, impact on units, and student feedback (Stacy Morrone)
- Continue to monitor communication issues related to technology updates and changes

Closed Action Items

- Make decision on committee use of tracking log (completed 10/9/2012, FCTC)
- IUanyWare (completed 10/9/2012, Barbara Friesth)
- Review status of new testing center (completed 9/17/2012, Stacy Morrone; revisit status of funding next year)

Next Meeting: Tuesday, November 13, 2012, 9:00 a.m. – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Barbara Friesth.

**IUPUI Faculty Council Technology Committee
November 13, 2012**

Minutes

Members Present: Tina Baich, Mark Bannatyne, Barbara Friesth (chair), Andrew Gavrin, Barbara Gushrowski, Elizabeth Lykins, Anastasia Morrone (acting administrative liaison), Michele Roberts, Thomas Upton, LaQuia Walker, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Brenda Burk, James Clack, Connie Justice, Michael Kubek, Paula Magee, Kathleen Marrs (executive committee liaison), Peter Nalin, Fred Rees, Kathryn Thedwall

Guests: Nasser Paydar, Executive Vice Chancellor, Chief Academic Officer; Jim Murray, Business Systems Director, Academic Advising, University Student Services and Systems (USSS); Aaron Neal, Director, Enterprise Student Systems, Enterprise Software

Agenda:

1. Call to Order and Introductions
2. Online Initiative (Nasser Paydar)
3. Approval of the Agenda
4. Review and Approval of the October 9, 2012 Minutes
5. Chair's Report
6. FLAGS System (Fostering Learning, Achievement, and Graduation Success) (Jim Murray, Aaron Neal)
7. Keyp teaching.iu.edu Update (Anastasia Morrone)
8. Tracking Log (All)
9. Other Business
10. Adjournment

Materials: (on "FC Technology Cmte" Oncourse project site)
Student Retention and Success Data Input

1. *Call to Order and Introductions.* The meeting was called to order at 9:05 a.m. Barb Friesth welcomed Nasser Paydar.
2. *Online Initiative.* Nasser Paydar spoke about Indiana University's (IU's) Online Initiative. Most IU campuses have put courses online. The campuses went through special accreditation to ensure quality, services, and resources are approved. Up until Summer 2012 IU had no policy for online. A small group from IU worked on the initiative. The decisions made were: 1) Schools own degree programs; undergraduate programs are the responsibility primarily of the regional campuses; graduate certificate and graduate programs are the responsibility of IUPUI and IUB; 2) An IU Online portal contains a list of all degree programs. For more information, see www.iuonline.edu. Campuses can put programs and certificates on the IU Online portal. Gateway courses are being promoted as well as partnerships among campuses. Nasser Paydar has asked the deans what degree programs they want to put online. Resources available are \$2.7 million for 3 years totaling over \$8 million. States have to approve offering online to their students; it is a federal mandate. Some money will go to other states to give us permission. Some money will go to staff housed in University Information Technology Services (UITS) to assist faculty in program development. IU as a whole is behind most universities online. At IUPUI about 10% of courses are online. The process is to get the reports, and prioritize them. Schools can still develop online courses; the IU Online Initiative is for programs and certificates.

Nasser Paydar next talked about Massive Online Open Courses (MOOCs). IUPUI is interested in more than online programs. IUPUI wants to take advantage of information technology (IT) in other areas, and is looking into MOOCs. Nasser Paydar passed around a flowchart. The process can be quite complicated; create a

business model of a MOOC; there is no policy for MOOCs. Other committees will spend some time and research how these MOOCs are done at other universities. Members of the FCTC asked questions and discussed the IU Online Initiative and MOOCs.

3. *Approval of the Agenda.* The agenda was reviewed and approved.
4. *Review and Approval of October 9, 2012 Minutes.* The minutes were reviewed and approved.
5. *Chair's Report.* Barbara Friesth read the charge for the Faculty Council Distance Education (DE) Committee. The Indianapolis Faculty Council gave the charge to the DE Committee. The DE Committee's charge is to drive policies related to online education. Three members of the FCTC, Beth Lykins, Barbara Friesth, and Fred Rees, are on the Distance Education Committee.
6. *FLAGS System (Fostering Learning, Achievement, and Graduation Success).* Jim Murray and Aaron Neal joined the group for the FLAGS topic. Andy Gavrin said there are some issues with the FLAGS System: 1) FLAGS is difficult to use for classes with enrollment of 100 or more; 2) user interface issues. Jim Murray said that to see a roster of all students with the FLAGS input option, at the top of the roster, click on the assessments tab. Hopefully ready for Summer 2013 will be a series of checkboxes down the left side; select the students to be flagged, and open up a window with just those students. Jim Murray distributed a one-page document about Student Retention and Success Data. Oncourse data already reflecting predictability can automatically populate FLAGS. Jim Murray said a CSV upload for attendance can be used. He will send the information to Barb Friesth. The committee next talked about how students are notified that they have been flagged. There should be an option for a faculty member to ideally edit the content, or at least to see it. Jim Murray said that currently, notification to the students is outside of the system. It is up to the campuses how students are notified. Jim Murray will pass along to the Registrar at IUPUI that faculty want to have some mechanism to see what is sent to the student.
7. *KeepTeaching.iu.edu Update.* Stacy: The keepTeaching.iu.edu site has helpful links. The site has been reviewed, updated, and is ready for the winter weather.
8. *Tracking Log.* N/A
9. *Other Business.* N/A
10. *Adjournment.* The meeting adjourned at 11:00 a.m.

Action Items

- Faculty input on software selection decisions (1/15/2013, Michele Roberts; S)
- EndNote and faculty input on the decision (1/15/2013, Thomas Upton)
- eText Update (1/15/2013, Brenda Burk)
- Review status of wireless network and any changes from the previous year (2/12/2013, Barbara Friesth)
- Review status of telecommunication rollout, evaluation plan, and readiness to present to the Faculty Council (Dennis Cromwell presented to Faculty Council on 10/2/2012; 2/12/2013, Barbara Friesth; S)
- Follow up on centrally provided training for security and privacy of data (Spring 2013, Stacy Morrone)
- Research File System (Spring 2013, Peter Nalin)
- Follow up on final transition of student technology fee (STF) spending, impact on units, and student feedback (Stacy Morrone)
- Continue to monitor communication issues related to technology updates and changes

Closed Action Items

- FLAGS: can an instructor request a copy or see the boilerplate of emails sent by FLAGS to students (completed 11/13/2012, Andrew Gavrin)
- Make decision on committee use of tracking log (completed 10/9/2012, FCTC)
- IUanyWare (completed 10/9/2012, Barbara Friesth)
- Review status of new testing center (completed 9/17/2012, Stacy Morrone; revisit status of funding next year)

Next Meeting: Tuesday, January 15, 2012, 9:00 a.m. – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Barbara Friesth.

**IUPUI Faculty Council Technology Committee
January 15, 2013**

Minutes

Members Present: Tina Baich, Mark Bannatyne, Barbara Friesth (chair), Andrew Gavrin, Barbara Gushrowski, Kathleen Marrs (executive committee liaison), Anastasia Morrone (administrative liaison), LaQuia Walker, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Brenda Burk, James Clack, Connie Justice, Michael Kubek, Elizabeth Lykins, Paula Magee, Peter Nalin, Fred Rees, Michele Roberts, Kathryn Thedwall, Thomas Upton

Guests: David Lewis, Dean, University Library

Agenda:

1. Call to Order and Introductions
2. Review and Approval of the Agenda
3. Review and Approval of the November 13, 2012 Minutes
4. Chair's Report
5. Software Decision-Making Process
6. eTexts Initiative Update
7. Endnote and Potential Switch to Open Source Product
8. Action Items
9. Other Business
10. Adjournment

Materials: (on "FC Technology Cmte" Oncourse project site)

- eTexts at Indiana University – A Progress Report – Nov 2012
- Endnote Costs

-
1. *Call to Order and Introductions.* The meeting was called to order at 9:03 a.m.
 2. *Review and Approval of the Agenda.* The agenda was reviewed and approved.
 3. *Review and Approval of the November 13, 2012 Minutes.* The November 13, 2012 minutes were reviewed and approved.
 4. *Chair's Report.* N/A.
 5. *Software Decision-Making Process.* The committee members discussed the role that the Faculty Council Technology Committee (FCTC) might play in making software decisions. The FCTC needs to be informed before decisions are finalized. It seems reasonable that the FCTC be consulted prior to final decisions on productivity technologies; technologies and software that faculty and students need to do their job. Sometimes the decision on software agreements needs to be made rapidly. Without slowing down the process, the FCTC chair could send an email to the FCTC for their input, and turn their responses around quickly. If it is a learning technology, the Learning Technologies Steering Committee (LTSC) is involved. The LTSC is a joint Faculty Council and University Information Technology Services (UITS) committee. The FCTC members that are on the LTSC can report LTSC information to the FCTC, and the FCTC can provide input to the LTSC. Large issues should be

brought to the full Faculty Council before decisions are finalized. The FCTC could weigh in on RFPs. The FCTC could be asked for comment on a summary of the key advantages based on RFPs. Related to software decision-making, Stacy Morrone provided a brief update on Oncourse. This semester had a good startup with Oncourse. In May 2013 Oncourse will be upgraded from 2.7 to 2.9; 2.9 has a new editor in Oncourse. The FCTC will need to revisit in the future how they will formally interface in any proposed RFPs or decision making.

6. *eTexts Initiative Update.* The progress report on eTexts at Indiana University was distributed. The committee members discussed the progress report. A multi-institutional report was published in July 2012. Key findings are the platform needs to continue to mature. Not everyone likes reading on a screen. Educate people that print on demand is available. The students like that it costs less, and they do not have to carry around heavy books. Some students do not like that they must pay the fee. It is less than retail, but costs more than what they could get. About 10,000 students are using an etext at IU. Overall the sections and number of students are going up. For the School of Nursing, what they need is not there. Most of the Physics faculty have said it's not something they want to get into; they are concerned about the required cost. For the sciences, it is nice to have the real textbook. The student can get a bound text but it is more expensive. Some of the e-versions of the textbooks have typos and errors that are not in the hardcopy.
7. *Endnote and Potential Switch to Open Source Product.* David Lewis distributed a handout about the cost of Endnote to Indiana University. Endnote is a university-wide subscription. IU pays for a blanket subscription, to use any version of Endnote. Individuals and project teams or research groups use Endnote. IU pays more than \$50,000 for a subscription. Initially, the Endnote subscription was funded in three parts by IUPUI libraries, IUB libraries, and UITS. Two years ago UITS gradually stepped out of paying for the subscription. IU made the decision to not commit to a multi-year subscription. At the time there appeared to be a variety of open source products that appeared to offer functionality reasonably comparable to Endnote. Endnote is a core resource for the School of Nursing and some research groups. Students are being taught to use Endnote as a part of their coursework. Stacy Morrone will look into who in UITS made the decision. IU will have access to Endnote until the end of the fiscal year, June 30, 2013. It is important to continue with subscription.
8. *Action Items.* Add a presentation on Lynda usage to the March agenda.
9. *Other Business.* An FCTC member said that when she is on IU secure, and it is not an IUPUI IPS, she can vpn. You are not supposed to make a vpn with wireless on campus; and she is getting different things on different devices. Add this to the wireless discussion in February.
10. *Adjournment.* The meeting adjourned at 11:00 a.m.

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Action Items

- Faculty input on software selection decisions (1/15/2013, Michele Roberts; S)
- EndNote and faculty input on the decision (1/15/2013, Thomas Upton)
- Review status of wireless network and any changes from the previous year (2/12/2013, Barbara Friesth)
- Review status of telecommunication rollout, evaluation plan, and readiness to present to the Faculty Council (Dennis Cromwell presented to Faculty Council on 10/2/2012; 2/12/2013, Barbara Friesth; S)
- Follow up on centrally provided training for security and privacy of data (Spring 2013, Stacy Morrone)
- Research File System (3/19/2013, Peter Nalin)
- Follow up on final transition of student technology fee (STF) spending, impact on units, and student feedback (Stacy Morrone)
- Continue to monitor communication issues related to technology updates and changes

Closed Action Items

- eText Update (completed 1/15/2013, Brenda Burk)
- FLAGS: can an instructor request a copy or see the boilerplate of emails sent by FLAGS to students (completed 11/13/2012, Andrew Gavrin)
- Make decision on committee use of tracking log (completed 10/9/2012, FCTC)
- IUanyWare (completed 10/9/2012, Barbara Friesth)
- Review status of new testing center (completed 9/17/2012, Stacy Morrone; revisit status of funding next year)

Next Meeting: Tuesday, February 12, 2013, 9:00 a.m. – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Barbara Friesth.

**IUPUI Faculty Council Technology Committee
February 12, 2013**

Minutes

Members Present: Tina Baich, Mark Bannatyne, Brenda Burk, Barbara Friesth (chair), Andrew Gavrin, Barbara Gushrowski, Elizabeth Lykins, Anastasia Morrone (administrative liaison), Fred Rees, Thomas Upton, LaQuia Walker, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: James Clack, Connie Justice, Michael Kubek, Paula Magee, Kathleen Marrs (executive committee liaison), Peter Nalin, Michele Roberts, Kathryn Thedwall

Guests: Mark Bruhn, Associate Vice President for Public Safety and Institutional Assurance; Dennis Cromwell, Associate Vice President, Enterprise Infrastructure; Mike Gardner, Assistant Vice President and Executive Director, Internal Audit; Dennis Gillespie, Assistant Director, Information System Audit, Internal Audit; Kirt (Michael) Guinn, Director, Telecommunication Infrastructure, Enterprise Infrastructure; Kim Milford, University Information Policy Officer, Public Safety and Institutional Assurance

Agenda:

1. Call to Order and Introductions
2. Review and Approval of the Agenda
3. Review and Approval of the January 15, 2013 Minutes
4. Update from Learning technologies Steering Committee
5. Chair's Report
6. IT Internal Audits of Schools
7. Unicom: Plans for End User Evaluation of the Services
8. Wireless Update
9. IT-12.1 Standard: Mobile Device Security
10. Action Items
11. Other Business
12. Adjournment

Materials: (on "FC Technology Cmte" Oncourse project site)

- IA Presentation to the IUPUI Faculty Council Technology Committee 2 11 2013
- IT Application Controls RACE Matrix
- IT General Controls RACE Matrix
- IUPUI Network Update – FCTC Feb 12 2013
- IT-12.1 Mobile Device Security Standard

1. *Call to Order and Introductions.* The meeting was called to order at 9:00 a.m.
2. *Review and Approval of the Agenda.* The agenda was reviewed and approved.
3. *Review and Approval of the January 15, 2013 Minutes.* The January 15, 2013 minutes were reviewed and approved. A committee member asked about item 7, Endnote. Stacy Morrone said she spoke with Sue Workman, Associate Vice President for Client Services and Support, and Craig Stewart, Associate Vice President for Research Technologies, after the January 15 Faculty Council Technology Committee (FCTC) meeting. Sue Workman made the decision a few years ago to end the support of Endnote. A meeting is scheduled with Sue Workman, Craig Stewart, Carolyn Walters (Executive Associate Dean, Libraries, IUB), David Lewis, (Dean, University Library, IUPUI) and Stacy Morrone.

4. *Update from Learning Technologies Steering Committee.* The Learning Technologies Steering Committee (LTSC) met January 29, 2013. The minutes are ready to be shared with the LTSC; once the LTSC approves them, Stacy Morrone will share them with Barbara Friesth, chair of the FCTC.
5. *Chair's Report.* Barbara Friesth said that the Distance Education (DE) Committee has been constituted. The first meeting was a week ago. Barbara Friesth introduced Fred Rees and Elizabeth Lykins of the FCTC who are also on the DE Committee. Barbara Friesth is the liaison. Fred Rees said that the next DE meeting is February 20. He invited Barbara Bichelmeyer to attend that meeting. The primary order of business for the DE Committee is the IU Online initiative.
6. *IT Internal Audits of Schools.* Mike Gardner introduced Mark Bruhn, Dennis Gillespie and Kim Milford. Mike Gardner said that today they would talk about Internal Audit activity at IU; the definition of Internal Audit; how internal audit is approached at IU; the IT audit activities they do; and then Mark Bruhn would speak about the draft IT-28 provisioning policy. Mike Gardner presented information about Indiana University Internal Audit using a PowerPoint presentation (available in the Resources section of the FCTC project site). Internal audit is an assurance and consulting activity designed to add value and improve operations. It helps an organization accomplish its objectives. IU Internal Audit decides what they are going to audit based on a risk assessment process. The Internal Audit risk assessment model is a collaborative approach between Internal Audit and senior administrators from all parts of the university. All audit work is based on completion of a RACE Matrix: IT General Controls (environmental controls), IT Application Controls (specific routines and apps that run the processes in various departments and schools), and other IT topics. The RACE Matrix is used to understand what the risks are, what is in place (the key controls), and if the controls effectively keep risks from occurring. Mike Gardner distributed a handout of an IT General Controls Race Matrix. One of the last slides of the PowerPoint presentation shows what the IU Internal Audit findings are for 2009 – 2012. A committee member asked why is it that when there is an audit, that there are no guidelines for solutions. A lot of time and money is wasted by units left to respond to an audit with no guidelines. Dennis Gillespie responded saying that IU Internal Audit connects the unit to people that have done this and have already solved the issue. Since there was not enough time for discussion, the FCTC members agreed to invite IU Internal Audit back for the April meeting.

Next, Mark Bruhn spoke about draft policy IT-28, Provisioning of Information Technology Services. The Trustees receive the Internal Audit reports and they have questions. A closed session meets each June briefing the Trustees and the President on safety and security issues. The Trustees and the President question why they are seeing the same vulnerabilities over the years. A lot of centralized IT services and IT services are distributed across campuses. The instance of computers being taken over by outside parties is pretty high. The way to reduce the number of opportunities for people to take over machines and steal data is fundamentally to reduce the number of machines out there, and get them into the data centers at IUPUI and IUB where they are protected. IU units who use IU network resources will maximize the use of services provided by UITS. Departments and schools will go through an analysis to determine how unique their services are. The services that will be left are services that are specifically unique to that unit. The policy is posted on the [policies.iu.edu](http://policies.iu.edu/policies-under-review.shtml) page. For more information, see the following urls: <http://policies.iu.edu/policies-under-review.shtml>, and <http://policies.iu.edu/policies/categories/information-it/it/IT-28.shtml>. The deans were asked to have every school and department develop a transition plan, to start analyzing what

things make sense to maintain in the unit, and what goes to the data centers.

7. *Unicom: Plans for End User Evaluation of the Services.* Barbara Friesth introduced Dennis Cromwell and Kirt Guinn. About a year ago Dennis Cromwell came to this group and talked about Unicom and wireless. He took away a couple action items: a) UITs needed to develop an implementation schedule for Unicom, and b) wireless had to be improved. Dennis Cromwell distributed a handout showing that Unicom is an integration of video, phone, email, voicemail and fax. Microsoft Lync is at the heart of that. The biggest part of the interface is a dialog box that lets the user deal with contacts, and gives users real-time presence information. The handout also shows the Unicom project implementation schedule. A committee member asked if UITs has a sense of the prevalence of people who use Lync outside of UITs. Kirt Guinn said that the deployment at each campus is over a third. With usage comes a better appreciation of it. Barbara Friesth asked if there has been any progress towards an end-user evaluation. Dennis Cromwell will take that action item from this meeting. Dennis Cromwell next talked about identification of emergency phones and where they will be placed. Locations of emergency phones are very department specific. Putting emergency phones in the corridors of the buildings makes sense. Dennis Cromwell then said that Lync 2013 has some issues associated with it. Lync 2013 is part of Microsoft Office 2013. Microsoft Office 2013 breaks the video conferencing in Lync 2013. If the user is staying with Microsoft Office 2010, do not upgrade to Lync 2013. If you have questions or comments contact Dennis Cromwell (dcromwel@iu.edu, 812-856-5594) or Kirt Guinn (mguinn@iu.edu, 812-855-1784).
8. *Wireless Update.* Dennis Cromwell provided an update on wireless. Indiana University changed the vendor for wireless after conducting an RFP and evaluation process. The new vendor is Aruba, which is number one in the large-campus academic space. In December 2012 UITs switched out all of the access points at IUPUI. Overall, IUPUI now has a more stable wireless environment. Problems can still occur, especially in very dense (large number of devices) areas. If there is a problem anywhere, report it to the Support Center (317-274-4357 (phone), or ithelp@iu.edu (email), or <http://ithelplive.iu.edu/> (chat)).
9. *IT-12.1 Standard: Mobile Device Security.* Barbara Friesth said the University Information Policy Office asked the FCTC to review and provide feedback on the draft IT-12.1 Standard: Mobile Device Security policy. The FCTC members provided the following feedback: a) on page 1, clarify the word "lost"; does it mean "if out of your possession" for X amount of time; b) on page 2 in the grid related to "laptops/notebook computers," lockout after 25 attempts is too many, reduce the number to 15 attempts; c) the FCTC members are concerned about how faculty, staff, and student employees would be fully informed of this policy; more communication than simply an announcement in the UITs newsletter should be required related to its adoption. Barbara Friesth will copy the FCTC on her response to the University Information Policy Office.
10. *Action Items.* Invite IU Internal Audit back to the April 9, 2013 meeting.
11. *Other Business.* N/A
12. *Adjournment.* The meeting adjourned at 11:08 a.m.

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Action Items

- Faculty input on software selection decisions (1/15/2013, Michele Roberts; S)
- EndNote and faculty input on the decision (1/15/2013, Thomas Upton)
- Review status of telecommunication/Lync rollout and end-user evaluation plan (2/12/2013, Barbara Friesth; S)
- Follow up on centrally provided training for security and privacy of data (Spring 2013, Stacy Morrone)
- Research File System (3/19/2013, Peter Nalin)
- Follow up on final transition of student technology fee (STF) spending, impact on units, and student feedback (Stacy Morrone)
- Continue to monitor communication issues related to technology updates and changes

Closed Action Items

- Review status of telecommunication rollout, and readiness to present to the Faculty Council (Dennis Cromwell presented to Faculty Council on 10/2/2012; completed 2/12/2013, Barbara Friesth; S)
- Review status of wireless network and any changes from the previous year (completed 2/12/2013, Barbara Friesth)
- eText Update (completed 1/15/2013, Brenda Burk)
- FLAGS: can an instructor request a copy or see the boilerplate of emails sent by FLAGS to students (completed 11/13/2012, Andrew Gavrin)
- Make decision on committee use of tracking log (completed 10/9/2012, FCTC)
- IUanyWare (completed 10/9/2012, Barbara Friesth)
- Review status of new testing center (completed 9/17/2012, Stacy Morrone; revisit status of funding next year)

Next Meeting: Tuesday, March 19, 2013, 9:00 a.m. – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Barbara Friesth.

**IUPUI Faculty Council Technology Committee
March 19, 2013**

Minutes

Members Present: Mark Bannatyne, Brenda Burk, Andrew Gavrin, Barbara Gushrowski, Anastasia Morrone (administrative liaison), Kathryn Thedwall, Theresa Walsh (meeting recorder), Elizabeth Whipple

Members Absent: Tina Baich, James Clack, Barbara Friesth (chair), Connie Justice, Michael Kubek, Elizabeth Lykins, Paula Magee, Kathleen Marrs (executive committee liaison), Peter Nalin, Fred Rees, Michele Roberts, Thomas Upton, LaQuia Walker

Guests: Kristy Kallback-Rose, Interim Manager, Research Storage, Research Technologies; David Lewis, Dean, University Library; Kurt Seiffert, Chief Storage Architect, Research Technologies

Agenda:

1. Call to Order and Introductions
2. Review and Approval of the Agenda
3. Review and Approval of the February 12, 2013 Minutes
4. Update from Learning Technologies Steering Committee
5. Chair's Report
6. Research File System
7. Policy Draft IT-28, Provisioning of IT Services
8. Lynda.com
9. Endnote
10. Action Items
11. Other Business
12. Adjournment

Materials: (on "FC Technology Cmte" Oncourse project site)

- RFS-Overview-Mar-2013
- Draft IT-28: Provisioning of Information Technology Services
- Lynda.com Metrics and Costs Report

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1. *Call to Order and Introductions.* The meeting was called to order at 9:00 a.m.
 2. *Review and Approval of the Agenda.* The agenda was reviewed and approved.
 3. *Review and Approval of the February 12, 2013 Minutes.* The February 12, 2013 minutes were reviewed and approved.
 4. *Update from Learning Technologies Steering Committee.* Anastasia Morrone said that the Learning Technologies Steering Committee (LTSC) January 29 minutes have been posted to the LTSC. Theresa Walsh will send the minutes to the FCTC. Two new learning technology pilots with Blackboard and Desire2Learn were announced yesterday afternoon. For the news release, visit <http://ovpitnews.iu.edu/news/page/normal/23918.html>. The pilot period is for two years. To request an account for the pilots, visit <http://next.iu.edu>.
 5. *Chair's Report.* In Barbara Friesth's absence today, Andrew Gavrin chairs.

6. *Research File System.* Kristy Kallback-Rose, Interim Manager for Research Storage, and Kurt Seiffert former manager for Research Storage, were introduced. Kristy Kallback-Rose presented information about the Research File System (RFS) today, the future of RFS, and additional storage options in Research Technologies using a PowerPoint presentation. The primary focus of the Research Storage group is to facilitate the research that people are doing. Most of the services offered are no charge. RFS is a distributed file system based on openAFS, an older technology selected about 9 or 10 years ago. Faculty, staff, and graduate students can use RFS. One way to access RFS is to edit and save files directly via the OpenAFS client. The advantages to having the client installed are it will be faster after the initial opening of the file, and it also makes permission management easier. RFS can be slow; a slow network connection to the desktop will impact performance. The Research Storage group wants to know if they are running into slow problems; it can influence the decision on which buildings get upgraded first. Contact the Research Storage group at store-admin@iu.edu. The future of RFS is a technology refresh in the next 3 to 6 months; they are currently implementing a new system. Research Technologies is working on documentation to make decision-making about storage options easier. For opportunities to interact with Research Technologies (RT) in person see the calendar at <http://pti.iu.edu/calendar>. The Cyberinfrastructure (CI) News is a monthly newsletter published the first of every month. RT Fairs are advertised in the CI newsletter. The current CI newsletter is online at: <https://pti.iu.edu/ci/cyberinfrastructure-news>. To be added to the list for the monthly CI newsletter, email cesg@iu.edu. For more information about Research Technologies, contact researchtechnologies@iu.edu.

7. *Policy Draft IT-28, Provisioning of IT Services.* Andrew Gavrin opened the floor to comments about the draft IT-28 policy, Provisioning of IT Services. The committee members discussed the following concerns and questions.
 - Compliance (Procedures section): What services will come under this heading? When are they done? Compliance with this policy will be reviewed every two years.
 - How is the policy going to actually be implemented? Brad Wheeler spoke to the deans about this. Are people going to know what they are doing when?
 - Does IT have any sense of the amount of stuff they are trying to pull in? A lot of stuff is being done in the individual units that might be done centrally. Will tools be used to know what's being done where?
 - Hybrid Service Delivery (Procedures section): UITS wants to know and work with the units. Maybe the units do not want to work with UITS. UITS will work with units to determine what is appropriate and what is not, it is part of the initial review (Initial Technology Needs Analysis)
 - A major part of this policy is to reduce Indiana University's risk.
 - Andrew Gavrin's department hires computational scientists; they recruit talent. Physicists do not want to leave parts of their research to others; they want control over their own research systems. High Performance Computing is a great draw. It makes IU and IUPUI stand out as great places to work. Andrew Gavrin wants to be able to assure someone that they are not going to be told how to run their system, how to deal with their data. The way this policy is written, IU might lose someone to another university.
 - Security risk and notion of UITS meddling: Research Technologies, UITS, views themselves as trying to partner with researchers, alleviating work they do not have to do. In that spirit

these risk assessments are very real. A lot of the target of this is departments that are duplicating things that have already been done.

- Potential for heavy-handedness; there needs to be some sort of provision for people to run their own systems.
- Needs to be some education about this policy prior to putting the policy out there.
- Concerns about cost. The cost issue has been raised, and you have been heard.
- Eric Cosens, Deputy Information Policy Officer, is looking for an approval by March 27. Will they go ahead without this committee's approval?
- It is the sense of the committee that they would like to see some revisions.
- The committee unanimously agreed that this is a bit too much of the fast track; in conjunction with this policy being signed off, some of these concerns need to be addressed, perhaps in a companion document.

The committee agreed to table the topic for today and take it up again when Eric Cosens can come to the FCTC, specifically to talk about the education piece and the cost factor.

8. *Lynda.com*. Anastasia Morrone distributed a Lynda.com Metrics and Costs Report that summarizes what we know about Lynda at this point. The license expires on June 30, 2013. IU pays about 67 cents per person (paid over the last 3 years). The current offer from Lynda is about \$1.15 per person (a 72% increase). The new Lynda product is a more mature product. About 10,000 people use Lynda per year. Lynda provides professional development opportunities for faculty and staff. Students use Lynda.com the most. Pie charts in the report show usage by campus. Lynda is popular. IU is continuing to negotiate with Lynda.
9. *Endnote*. David Lewis, Dean, University Library, said that he and Anastasia Morrone have had conversations with a number of people in UITs. We continue to have concerns about both Endnote and the alternatives (a variety of open source products). UITs has agreed to put out cash for one year from the Research Technologies (RT) budget. Funding is secured for FY 13-14. The expectation is that we will raise the issue again about this time next year. David Lewis recommended that Endnote be put on the FCTC agenda for December 2013. Andrew Gavrin would like to see some discussion of normalizing Endnote; there are concerns about the UITs decision-making and communication processes. If the conclusion is that Endnote is used by such a small fraction of the schools and should be funded at the school level, someone needs to present data to the FCTC. Next steps are that David Lewis and Anastasia Morrone need to gather data by December 2013, in time to make a decision about FY 14-15. They will need to have a sense of how many users there are and how integral Endnote is to their work. If the application itself does not give meaningful data, poll the schools.
10. *Action Items*.
 - Table the discussion of Policy Draft IT-28, Provisioning of IT Services, until Eric Cosens can come to the FCTC to talk about the education piece and the cost factor.
 - Put Endnote on the December 2013 FCTC agenda, in time to make a decision about funding for FY 14-15. David Lewis and Anastasia Morrone will gather data about users and how integral Endnote is to their work.

11. *Other Business*.

12. *Adjournment.* The meeting adjourned at 11:00 a.m.

Action Items

- Faculty input on software selection decisions (1/15/2013, Michele Roberts; S)
- EndNote: gather data on usage and how integral Endnote is to users' work, in time to make a decision about funding Endnote for FY 13-14 (12/2013, David Lewis and Anastasia Morrone)
- Review status of telecommunication/Lync rollout and end-user evaluation plan (2/12/2013, Barbara Friesth; S)
- Follow up on centrally provided training for security and privacy of data (Spring 2013, Stacy Morrone)
- Follow up on final transition of student technology fee (STF) spending, impact on units, and student feedback (Stacy Morrone)
- Continue to monitor communication issues related to technology updates and changes

Closed Action Items

- EndNote and faculty input on the decision (completed 1/15/2013 and 3/19/2013, Thomas Upton)
- Research File System (completed 3/19/2013, Peter Nalin)
- Review status of telecommunication rollout, and readiness to present to the Faculty Council (Dennis Cromwell presented to Faculty Council on 10/2/2012; completed 2/12/2013, Barbara Friesth; S)
- Review status of wireless network and any changes from the previous year (completed 2/12/2013, Barbara Friesth)
- eText Update (completed 1/15/2013, Brenda Burk)
- FLAGS: can an instructor request a copy or see the boilerplate of emails sent by FLAGS to students (completed 11/13/2012, Andrew Gavrin)
- Make decision on committee use of tracking log (completed 10/9/2012, FCTC)
- IUanyWare (completed 10/9/2012, Barbara Friesth)
- Review status of new testing center (completed 9/17/2012, Stacy Morrone; revisit status of funding next year)

Next Meeting: Tuesday, April 9, 2013, 9:00 a.m. – 11:00 a.m., UL 2115E

Prepared by Theresa Walsh and Andrew Gavrin.

**IUPUI Faculty Council Technology Committee
April 9, 2013**

Minutes

Members Present: Tina Baich, Mark Bannatyne, Barbara Friesth (chair), Andrew Gavrin, Elizabeth Lykins, Fred Rees, Kathryn Thedwall, Theresa Walsh (meeting recorder)

Members Absent: Brenda Burk, James Clack, Barbara Gushrowski, Connie Justice, Michael Kubek, Paula Magee, Kathleen Marrs (executive committee liaison), Anastasia Morrone (administrative liaison), Peter Nalin, Michele Roberts, Thomas Upton, LaQuia Walker, Elizabeth Whipple

Guests: Kim Milford, Chief Information Policy Officer, University Information Policy Office, Public Safety and Institutional Assurance; Craig Stewart, Associate Dean, Research Technologies, Office of the Vice President for Information Technology and CIO; Sue Workman, Associate Vice President, Client Services and Support, Office of the Vice President for Information Technology and CIO

Agenda:

1. Call to Order and Introductions
2. Review and Approval of the Agenda
3. Review and Approval of the March 19, 2013 Minutes
4. Update from Learning Technologies Steering Committee
5. Chair's Report
6. Policy Draft, Cyber Risk Mitigation Responsibilities IT-28
7. Follow up on Final Transition of Student Technology Fee (STF)
8. Centrally Provided Training
9. Discussion of FY 13 – 14 Topics and Action Items
10. Other Business
11. Adjournment

Materials: (on "FC Technology Cmte" Oncourse project site)
Policy Draft, Cyber Risk Mitigation Responsibilities IT-28

1. *Call to Order and Introductions.* The meeting was called to order at 9:05 a.m.
2. *Review and Approval of the Agenda.* The agenda was reviewed and approved.
3. *Review and Approval of the March 19, 2013 Minutes.* The March 19, 2013 minutes were reviewed and approved. The open and closed action items will be looked at during the discussion of FY 13 – 14 topics.
4. *Update from Learning Technologies Steering Committee.* N/A
5. *Chair's Report.* N/A
6. *Policy Draft, Cyber Risk Mitigation Responsibilities IT-28.* Barbara Friesth introduced Kim Milford, Craig Stewart, and Sue Workman. The new version of the Cyber Risk Mitigation Responsibilities IT-28 policy is substantially rewritten. A lot of faculty input benefitted the process. The rewritten policy preserves key aspects of the original policy: the operations of Indiana University will be better managed regarding IT risks; and someone will sign off on IT services saying that the unit running it understands the service they are running and the risks involved, mitigating the risks. The tone of the policy is significantly different. It speaks more about a university-wide partnership. So far this has been a process where everyone has benefitted; faculty are better informed about the risks. The FCTC discussed the new rewritten policy. It is a much improved policy. There still is work to do regarding informing the faculty. Communication is the key here; most of the faculty do not know about the policy nor the phasing in of it. This is rolling out over the course of two years. One of the best things the FCTC can do is to carry back to the Faculty Council that they feel better about the tone of this

policy. Ultimately the decisions to sign off are made between the dean and Vice President Wheeler. If there are questions, a risk assessment will be done. The FCTC members agreed that the revised policy is acceptable and successfully addresses the questions raised today and at last month's FCTC meeting. The FCTC members agreed to revisit this topic in about one year. For more information contact Craig Stewart at stewart@iu.edu, Sue Workman at sbworkma@iu.edu, or Kim Milford at kmilford@iu.edu.

7. *Follow up on Final Transition of Student Technology Fee (STF) Spending, and Impact on Units.* Barbara Friesth distributed a draft message to the school deans for an assessment by individual units of the impact of the transition of the Student Technology Fees (STF) from individual units to University Information Technology Services (UITS). Barbara Friesth will send the message to the deans of the individual units, perhaps with a copy to the faculty senate president for each school. The data will be due back in August 2013. The deans will determine the appropriate person to do the assessment.
8. *Centrally Provided Training.* Barbara Friesth began the discussion about centrally provided training related to privacy policies training. She said that a link was sent to the FCTC members to review the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Family Educational Rights and Privacy Act (FERPA) trainings. Both trainings are pretty basic; perhaps not robust enough. The FCTC members agreed to accept the university-provided training. Some individual units may elect to do additional training particularly with their graduate students.
9. *Discussion of FY 13 – 14 Topics and Action Items.* The FCTC members reviewed the open and closed action items and then discussed topics for next year. In addition to the open action items, topics for next year are:
 - Business Continuity Plans (Mary Lou East-Emmons)
 - IU Internal Audit (Michael Gardner)
 - Endnote (David Lewis, Anastasia Morrone)
 - Big Red II, Data Capacitor II, and other new services (Craig Stewart)
 - Fostering Learning, Achievement, and Graduation Success System (FLAGS) IU's Early Alert System; FLAGS moved from SIS to Onestart and has slowed down since the move (Kate Thedwall)
 - Joint meeting of Distance Education Committee and FCTC; committees are forming but not going through faculty governance; faculty should have input to the advisory groups; how are students going to be charged; making arrangement for off-site proctoring, what kind of platform would be provided; Higher Education Opportunity Act (HEOA) and state approvals: Duke has a list on their website of the states they have agreements with, IU needs to have that here (Barbara Bichelmeyer, Fred Rees, Judy Halstead)
 - Ongoing review of IT policies
 - Review procedures for IT-28, Cyber Risk Mitigation Responsibilities (Craig Stewart, Sue Workman, Kim Milford)
 - Follow up on video cameras in testing center (the testing center monitors but does not record) (Barbara Friesth)

Starting in September 2013, the FCTC members agreed to continue to meet on the second Tuesday of the month, 9:00 a.m. – 11:00 a.m.

10. *Other Business.* N/A

11. *Adjournment.* The meeting adjourned at 10:35 a.m.

Action Items

- Faculty input on software selection decisions (1/15/2013, Michele Roberts; S)
- Revisit status of funding for new testing center (Stacy Morrone)
- Follow up on final transition of student technology fee (STF) spending, impact on units, and student feedback; data from the individual unit assessments is due back to the FCTC on 8/12/2013 (10/2013, Barbara Friesth)
- EndNote: gather data on usage and how integral Endnote is to users' work, in time to make a decision about funding Endnote for FY 13-14 (12/2013, David Lewis, Anastasia Morrone)
- Review status of end-user evaluation plan for telecommunication/Lync rollout (Dennis Cromwell; Barbara Friesth; S)
- Continue to monitor communication issues related to technology updates and changes

Closed Action Items

- Follow up on centrally provided training for security and privacy of data (completed, 4/9/2013, Stacy Morrone)
- EndNote and potential switch to open source produce, and faculty input on the decision (completed 1/15/2013 and 3/19/2013, Thomas Upton)
- Research File System (completed 3/19/2013, Peter Nalin)
- Review status of telecommunication/Lync rollout, and readiness to present to the Faculty Council (Dennis Cromwell presented to Faculty Council on 10/2/2012; completed 2/12/2013, Barbara Friesth; S)
- Review status of wireless network and any changes from the previous year (completed 2/12/2013, Barbara Friesth)
- eText Update (completed 1/15/2013, Brenda Burk)
- FLAGS: can an instructor request a copy or see the boilerplate of emails sent by FLAGS to students (completed 11/13/2012, Andrew Gavrin)
- Make decision on committee use of tracking log (completed 10/9/2012, FCTC)
- IUanyWare (completed 10/9/2012, Barbara Friesth)
- Review status of new testing center (completed 9/17/2012, Stacy Morrone; revisit status of funding next year)

Next Meeting: To be announced for September 2013.

Prepared by Theresa Walsh and Barbara Friesth.