MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY
CALIFORNIA STATE UNIVERSITY, FRESNO
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Office of the Academic Senate
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December 8, 2008

Members Present: O. Benavides (Chair), B. Auernheimer, R. Boes,
J. Cagle, L. Harding, D. Martin, K. Moffitt,
D. Nef, E. Nelson, R. Parker, S. Seepersad.

Members Absent: R. Amarasinghe, M. Bach, P. Newell,
L. Newlander, C. Won.

The meeting was called to order by Chair Otto Benavides at 1:10 p.m. in the Education Building room # 316.

1.   Minutes.   MSC to approve the Minutes of November 10, 2008.

        The approval of the Minutes of November 10, 2008, was postponed. [n.b.: There was no quorum for the November 24, 2008, meeting.]

2.   Agenda.   MSC to approve the Agenda as distributed.

3.   Communications and Announcements.

        The campus Web Summit is on Friday, December 12th, from 8 a.m. to 4 p.m.

        R. Boes said we will have an Info Security audit on January 20 for about six weeks. Information about this process will be made available when we learn about it.

        The roadmaps project in CIS is under development.

4.   Discussion of Security Documents – R. Boes.

        The security committee has to compile campus comments on the CSU security policies drafts by March. R. Boes shared some of the comments received so far on the acceptable use document and the security policy draft, and he offered explanatory comments. One issue concerns the broad scope of these documents, e.g., applying to all. R. Boes, R. Parker, and K. Moffitt are three Academic Information Technology (AIT) members on this security policy review committee.

        O. Benavides suggested involving AIT members via email to gather

comments and suggestions. R. Boes said that January 16th the review committee will finish a draft response and will then share that with AIT Committee. On January 29th this draft will be submitted to President Welty. Comments and suggestions will need to happen in the two week period between the 16th and the 29th.

5.   Laptop Refresh Report – R. Parker, K. Moffitt, and S. Seepersad.

There was a 12 point list in minutes of October 20th and R. Boes gave some informational responses to them, with comments from and interaction with the members: [list reproduced here]

1. Publicize the data levels and data security policy (see note below).
2. More intense public education regarding the need for data security.
3. Creation of a secure partition on all university notebooks and education/help on how to use it.
4. Encrypting all flash drives, external USB drives, and other portable storage - when those are likely to be used for sensitive data storage.
5. Consider recommending an encryption program like Truecrypt or something equivalent.
6. Consider a hardware solution for encryption instead of a software solution.
7. Automatic backup (when re-docking and at regular interval).
8. Labeling all portable devices with a business card or label with contact information on owner.
9. Password protecting Word, Excel, Access, etc… files that have confidential information.
10. Cable locks for laptops in offices.
11. Always lock office door.
12. All encryption passwords need to be escrowed somewhere.

6.   (Discussion of) Topics for Spring 2009.

Laptop refresh plan for 2009-10
Learning Management Systems
Ric Classen and Louis Searlas on CIS Roadmaps
New Phone System
Accessible Technology Initiative
Student Technology Survey Report (from Fall 2008)
Classroom Services
Cost effectiveness via technology: ways to share the technology among departments
Software licenses [Chip Hancock and Terry Garvin]

New Library technology plans
Outsourcing email (e.g., Google)

The problem of making students and faculty aware of the software was discussed.

MSC to adjourn at 2:30 p.m.

The next scheduled meeting of the Academic Information Technology Committee (AIT) will be on Monday, Feburary 9, 2009 at 1:00 p.m. in the Education Building #316.

Agenda.

1. Approval of the Minutes of 12/08/08.
2. Approval of the Agenda.
3. Communications and Announcements.
4. (APM 206) Interim Policies and Procedures on Technology-Mediated Courses.
5. CSUF Web Site Development Laptop Refresh Plan Report – B. Auernheimer.
6. ATAC and LMS Future Group update – O. Benavides.
7. New Phone System.
8. Old Business.
9. New Business.