# The Information Technology Council

## Meeting Minutes

December 5, 2017

## I. Call To Order/Approval of Minutes from Last Meeting

a) Karen King called to order the meeting of the Information Technology Council at 8:30 AM on December 5, 2017, at East Tennessee State University, in the President's Conference Room.

b) The following persons were present: David Currie, Deborah Dotson, Andrea Di Fabio, Tisha Harrison, Myra Jones, Karen King, Michaele Laws, Margaret Pate, Tony Pittarese and Melissa Webb.

c) Karen King asked for a motion that the October minutes be approved. Debbie Dotson moved and Tony Pittarese seconded. The minutes were approved as posted with all in favor.

## II. Action Items

### a) Network Access Exemption – David Currie

- Daniel Santiago, Director of Engineering for Media and Communication, presented on the Grass Valley K2 Summit Server
- System is used daily for work flow production
- Letters of support for the software received from faculty
- Requesting to keep the system in place until 2019 at which time it will be replaced
- Motion was made by David Linville and seconded by Debbie Dotson to allow the ITS staff time to access scans to determine possible risks and if no risks, to allow the Media and Communication Department to keep system for a maximum of 18 months
- Motion was approved by all

**Action Item: Andrea Di Fabio will access scans, perform risk assessment and consult with the networking team concerning firewalls**

**b) TAF – Recommendations – Myra Jones**

1. College of Nursing is requesting funding for multimedia equipment for new simulation lab in Sevierville
   - Recommendation from the committee; no motion needed
   - All were in favor

2. Department of Theatre requesting funding to replace lighting control board and purchase of four new lights
   - Approx. one-time cost $28, 000
   - Current equipment is out of date; TAF purchased in 2000, 2003; still uses a 3.5 diskette; will keep old equipment
   - New equipment will be portable
   - Department will pay for installation
   - Recommendation from the committee; no motion needed
   - All were in favor

## III. Discussion/Information Items – Karen King

**a) ETSU Email Forwarding**
- Measures need to be taken to protect data, without impeding teaching/learning, when forwarding university emails to personal/other accounts for other reasons
- Liability issue when forwarded outside the university
- Departmental accounts or a separate 365 account may be options
- Established best practices and data storage policy is lacking in this regard

**Action Item: Discussion to continue in the February 2018 meeting**

**b) External Notation**
- SGA resolution has been passed; students want an external notation in their emails
- Once resolution has been presented to the President, he will forward to ITC
- Also looking at how to identify the student domain from faculty/staff

**c) 2 Factor Authentication for 0365**
- Computer Science students tested 2-factor authentication; feedback was positive

- Some faculty do not have a smartphone; may be an issue
- Phone numbers in Banner need to be protected

d) **Faculty/Student Pictures in D2L**
- Still accessing ways to include photos in Banner of students and faculty/staff
- Cannot technically pull photos from ID system yet

**Action Item: Discussion to continue in the February 2018 meeting**

e) **HIPAA Drive**

- HIPAA Drive up and running; approved by Lindsay Daniel

f) **Data Center Move**

- Banner moved to new data center over the weekend; working well

## IV. Subcommittee Reports

a) **Web Steering Committee – Michaele Laws**
- Updating university calendar to latest version; PlanIt will discontinue
- Will list categories with sub-calendars; purchased 11 small calendars
- Overall look will be completely different
- Will work on plan for implementation

b) **Research Computing Committee – David Currie**
- iTunes University being closed by Apple
- Will contact those who have collections; will discontinue support
- Advanced Computing Facility is continuing
- Making a second back up copy of Night Rider
- Contract for Crowd Funding/Give Campus is now with legal team
- 138 active accounts on recap server; does not support qualitative statistics; referring to ELPA

c) **Technical Subcommittee – Andrea Di Fabio**
- Considering replacing "does not" with "may not" on the external email disclaimer
- Repeating "external" has been fixed on disclaimer
- Citrix Client migrating to remote desktop Dec. 18-19

- Working on developing an internal homepage focusing on needs of faculty/staff and way to switch between internal and external homepages
- Establishing new process for IP/firewall requests; modified workflow
- 10GB bandwidth almost ready; 10G to students; 10G to employees
- Banner 9 is forthcoming; Spring 2018

**d) Academic Subcommittee – Myra Jones**
- Problems with mobile D2L and calendar; students cannot access; still working on issues
- D2L will be down during Winter Session from 9AM on Dec. 28 thru 9AM on Dec. 29
- No more student workers in library past 11PM

**V. Old Business – None**

**VI. New Business, Announcements, Updates – None**

**VII. Adjournment**

Karen King adjourned the meeting at 9:49 A.M.