FSCOT Minutes
December 3, 2024
Business Building Room 3042

Minutes recorded by: Kevin Wanklyn

Attendees:

Voting Members: Phill Vardiman (Co-Chair), Abbey Nutsch (Co-Chair), Kevin Wanklyn (Secretary), Braden Adams, Ashley Blake, Chris Blevins, Don Crawford, Brett Flanders, Bill Genereaux, Carolyn Jackson, Sandy Johnson, Edward Nowlin, Dennis Devenney

Non-voting Attendees: Regina Crowell, Scott Finkeldei

Guests: Thomas Bunton, Chad Currier, Gregory Flax, Jolei Herzel (SGA), Brady Kappelmann (SGA)

Minutes:

Meeting called to order at 3:34 by Co-Chair Vardiman

- Announcement of recording for internal purposes

Minutes from 11/5/24 were unanimously approved.

New Business

1.) SGA AI Policy

    a. There is a general lack of clarity to be what the AI policy is around campus from students. SGA proposing a recommended or required statement in the syllabus.

    b. After review of the draft resolution suggestion was to change the wording to not insinuate that the policy was one single university wide policy. FSCOT members understand there are different types of courses/instructors so while an AI statement in the syllabus might be a good step forward there should be options.

    c. SGA indicated there is no consensus requested; they simply want every class to show clarity in their syllabus.

    d. The Provost's website has no AI statement in their syllabi required or optional statement list. The TLC's website does provide AI examples.

    e. Would SGA be okay with us talking to the Provost to make a recommended statement?

    f. Discussion about where the statement should be, standalone or subset of the Academic Dishonesty Statement.

g. Discussion on who makes the decision about required statements: Faculty Senate or Provost?

2.) IT Policy Draft Documents

a. Quite a few updates on IT policy to reflect a modern policy.

b. Note that there is no expectation of privacy on the network. This has been updated documents. If there is an issue with network use, there must be two cabinet level administrators that okay an investigation

c. IT is NOT watching what website you visit. This being said, people are installing Wave browsers is an anonymizer, but that is spyware.

d. K-State is trying to align with other schools' acceptable use policies. We may be a little more open than others.

e. Library pushback on privacy. Trying to balance what is a record and what is acceptable use. How can we cut back on storage? $35,000 a year for storage.

f. There will be a new communication sent out about the updates to the policy quite shortly.

g. Discussion covering onboarding new employees on these policies. How do people know what the policies are without just clicking through? (Also noting that current employees have similar misunderstandings)

h. Discussion on personal computers and access to the network.

   i. New security project with network segmentation so users only have access to what they need, nothing more.

3.) Grammarly- University Wide Contract (Phil and Scott)

a. Discussion of University wide contract pushed to next meeting

Committee Reports:

1.) **University Records and Information Management Committee Report**– **Carolyn Jackson**. Report summary below copied from FSCOT Teams (Documents>General>2024 Meetings>12.13.24> RMIC…..)

a. The Electronic Recordkeeping Plan for the Beach Museum was approved.

b. The AI Policy for University Records is now being reviewed by the Provost's Office. The provost is creating a new taskforce to address all AI policies to include academic and research policies using what has been created as template.

c. W-Drive Update - The deadline for the end of year is being extended.

d. Discussion around BeoCat Data is ongoing. There is an abandoned data policy in place that should be followed. Recall that research data is not truly institutional records.

e. Danielle and Ryan will be meeting with Chad to address records requirements and Electronic Recordkeeping Plans in IT Policies being developed in response to Huron's report.

f. Other announcements:

g. Div of comm and marketing will be addressing the need to delete outdated online articles - setting an archiving date. Are there retention schedules already in place – e.g.: K-State Today is backed up with *Archive It* – and may have already been captured unless it is behind a sign-in. Public websites are already available.

h. The Policies committee will be reviewing the old policies and modernizing existing IT policies. These are just revisions/updates to existing policies and no new policies should come out of this.

i. Huron policy - legal counsel has looked at several - this is meeting with Chad

j. Accessibility - Center for Academic Innovation has hired 4 ID with1 focused on accessibility (100% remote) Student Access Center is hiring 1 accessibility trainer and specialist to support instructors.

2.) **Academic Tools Committee** – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer

   a. On hold. No report

3.) **IT Report**- **Thomas Bunton**- Associate Vice President and Chief Information Officer (CIO) and **Chad Currier**- IT Chief Operating Officer (COO) and Chief Information Security Officer (CISO), Deputy CIO for Enterprise Technology

   a. Account issues and Administrative Rights issues have been resolved. If there is something we don't know about let us know.

   b. Tremendous progress on account cleanup. 6-8 Weeks ago, removed 454,000 out of date K-State accounts. Identified Emeritus accounts: 1373 Flagged, 138 not on the list. Projected to disable 87,000 additional accounts by the end of the year.

   c. Former students are allowed access for 2 years after graduation. Faculty will have a 253-day window that will allow them to roll to skip one semester before disabling if only fall/spring instructor. We are the last big 12 school doing this.

   d. Account provisioning. How can we speed up? Some of the delay is paperwork. HR specialists in Dean's office have a role that allows them to give 30 days' preliminary access. This can be a rolling 30 days.

      i. Creating a Quick Reference Guide on how to do this.

      ii. KSIS information merge does take time.

      iii. Question: Why doesn't Page Up automatically do this?

   e. ERP Modernization. Steering Committee Met. December 16th will be reported to the Executive committee.

   f. Criminal friends hit us very hard Fall break except for Black Friday.

   g. 10,000 accounts actively forwarding email. They will be asked to stop

<u>Old Business</u>

1.) Development of Communication Workflow for IT
    a. No updates. Added Thomas and Chad as a line item.
2.) ERP Modernization and FSCOT Role
    a. No updates

Meeting Adjourned by Co-Chair Vardiman 5:05PM