

FSCOT Agenda
October 15, 2024, 3:30 pm
Zoom Only

Zoom Connection: <https://ksu.zoom.us/j/91981703983>

- 1.) Turn on recording and announce disclaimer
- 2.) Call meeting to order – **Abbey**
NOTE: Abbey will take notes
- 3.) Request for additions/ changes today’s agenda
- 4.) Approval of Minutes from 09.03.24 meeting [FSCOT Agenda 09.03.24.docx](#)
 - a. Motion
 - b. Second
- 5.) Committee Reports:
 - a. Record and Retention Committee – Carolyn Jackson
 - i.
 - b. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer
 - i.
- 6.) Old Business (Business from Previous Meetings)
 - a. Generative AI policy with University Owned Records and Data Policy
 - i. https://ksuemailprod-my.sharepoint.com/:w:/g/personal/dnhall_ksu_edu/EcLiJFpwJxpOiSeC4HjVmc0B_tlP7qoN_ziuzUsa-3G5DA?e=qpeNIF
 - b. Update on Reports from Cybersecurity events
 - i. [KSU - IT ASSESSMENT - COMMUNITY SUMMARY.pdf](#)
- 7.) New Business
 - a. Issues associated with Enterprise Resource Planning systems (ERP) (**Abbey**)
 - i. ERP Modernization and FSCOT Role
 - b. Development of a communication workflow for IT issues
 - i. Ensuring all representative parties are included

1. Registrar, IT, Advising, Faculty, Staff, Administration, FSCOT, FSLC, etc.
- c. AI Meeting with Student Government about AI Policy (**Abbey**)
- d. Printing Resolution from SGA [Printing Resolution.docx](#) (**Kevin**)
- e. Meeting with Thomas Bunton and Chad Currier about FSCOT role (**Phil**)
 - i. Questions that this committee would like asked?
- 8.) Other Items – **Group**
 - a.
- 9.) Future Meetings and Agenda – (**Abbey, Phil**)
 - a. Possible Future agenda items:
 - b. Future Meeting topics
 - i. 2024 Cybersecurity Training –
 - ii. Records management updates-
 - iii. Follett Adopt and Discovery Program
 - iv. Tour and Presentation from Sunderland Innovation Lab
 - v. Results of UCAT Survey of Academy Technology
- 10.) Adjourn meeting – **Phil**

Attendance:

- Aaron Stroot, General University (23-26)
- Abbey Nutsch, Agriculture (23-25)
- Ashley Blake, Term
- Bret Flanders, Arts and Sciences (24-25)
- Bill Genereux, Technology & Aviation K-State Polytechnic (22-24)
- Carolyn Jackson, K-State Libraries (23-26)
- Chris Blevins, Veterinary Medicine (22-24)
- Dennis Devenney, Education (24-25)
- Don Crawford, Architecture, Planning, and Design (20-25)
- Edward Nowlin, Business Administration (24-27)
- Kevin Wanklyn, Engineering (21-24)
- Braden Adams, Student Representative (24-25)
- Lisa Rubin, Education (21-25)
- Mary (Bowen) Sullivan, Term Appointment (22-25)
- Michael Raine, Business Administration (07-24) Co-Chair
- Sara Luly, Arts and Sciences (23-25)
- Phil Vardiman, Health and Human Sciences (21-24) Co-Chair
- Sandy Johnson, Extension (22-25)
- Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer

Non-voting Attendees:

- Regina Crowell, Liaison for University Support Staff

Guests:

- Gregory Flax, Director of Service Desk Operations
- Thomas Bunton, CTO
- Josh McCune, Director of Security Intelligence and Operations Center, Division of Information Technology
- Chad Currier, IT Chief Security & Operations Officer

Attachments # 1: March 5, 2024 Minutes

FSCOT Minutes
March 5, 2024, 3:30 pm

Zoom Connection: <https://ksu.zoom.us/j/7855322637>

Phone Connection: +1 669 900 6833 or +1 646 876 9923

1. Turn on recording and announce disclaimer
2. Call meeting to order – **Phil**
 - a. **Phil**, will take minutes
3. Approve agenda (additions) – **Phil**
4. Approve minutes – **Phil**
 - a. Minutes from 02/06/24, will mail out
5. Committee Reports:
 - a. Record and Retention Committee – **Carolyn Jackson**, K-State Libraries, Associate Professor, Hale Library, FSCOT Member

Snowflake ERP update

The Electronic Recordkeeping Plan has been approved by both the Electronic Records Committee and the State Records Board. The Electronic Recordkeeping Plan ensures that electronic records being kept electronically for 10+ years are being kept securely, have a recovery plan, and are being appropriately managed.

W: Drive Migration

Cybersecurity breach impact - On hold but looks like most was retained.

Generative AI Policy for Employees Draft

- The State of Kansas has issued a Generative AI Policy, K-State will have to follow that policy or create our own that is in compliance with local implementation.
- This first draft is also being reviewed by Data Governance, FSCOT, Office of DAIR (Data, Assessment and Institutional Research), and others.
- Call for feedback and suggestions
- A policy is needed to provide guidance. Some people have put in secure information evaluations, student information, etc.,
- No other state agencies or KBOR institutions currently with a policy.

ERPs Retention schedules –

Compliance requirements say that we have to have an approved retention schedules to destroy

- K-State retention schedules online - <https://www.k-state.edu/arm/records/schedules/index.html>
- Future reviews
 - Maxient
 - Alma update – Library patron info and circulation – in the past the vendor hasn't had a way to anonymize the data now developed it and the

Libraries is currently testing that system. Concern is that if law enforcement requests that information we are required to share that data.

- BRI systems

April Records management month. Records 101 workshop will be offered.

Records management month

Records 101 Workshop at April Meeting

Shred day – tentative April 25th

- b. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer
 - i. Met on the 26th LPI in Canvas to help with textbook adoption tool (Follett)
 - ii. Academic Tools Committee
 - 1. Results may be released to public when completed.
- 6. Old Business (Business from Previous Meetings)
 - a. Generative AI in Employment Policy – **Phil, Ryan Leimkuehler**, University Archivist, [Generative AI Policy Draft shared.docx](#)

Scott and Chad provided input about K-State not having an Institution License.

Individuals have purchased individual Chat GPT professional licenses using personal payment and k-state credit cards

Provide edits to this policy, fresh input from the various areas of the university, in case there are exemptions are needed. Initial comments need to be in the document or sent to Danielle dnhall@ksu.edu or Ryan rleimkue@ksu.edu

Sunderland lab has an AI studio <https://guides.lib.k-state.edu/innovation-lab/ai-studio>

Phil and Michael will take this policy to FS Leadership to Academic Affairs and Faculty Affairs for review.

- b. Cybersecurity Incident Concern from College of Engineering & Update – **Michael, Kevin, Chad Currier, IT Chief Security and Operations Officer, Division of IT**
Phill and Michael,

My caucus has a couple items of feedback that they would like to pass on:

1. I haven't re-read all the IT related press releases, but I had senators indicate that they were frustrated with the lack of transparency and detail in the communication about the cybersecurity event. They thought this was because K-State was trying to hide information from the masses, when it was done on purpose to try not to inform the "bad actors". If communication from K-State would have said something (probably multiple times as we all read different press releases more closely than others) to explain that fact I think the people I have talked to would have been more comfortable. Again, this may have happened, but that concern was raised.

2. It seems like the roll out of Mediasite was not communicated between Central IT and COE IT. I don't know if that was done purposefully or not. Here is the comment from one of COE's IT people in response to a request by a colleague of mine: *It would've been nice if central had actually let us know beforehand that Mediasite was going to be restored so we could work on doing this, but we found out about it at the same time you did.*

Just wanted to pass these 2 things along.

Kevin

- Chad Courier was invited to provide a quick update on the Cyber Security event at K-State.
- Forensic Response Team has not provided the report yet and K-State should have the report tomorrow. 3/6/24

c. Mediasite Update – **Scott Finkeldei**, General University, Liaison for Chief Information Officer

i.Regarding Mediasite

1. Since 2/12, There have been 39,167 on-demand and 47 live presentation views for a total of 7,592 hours watched of 3,749 presentations. 4,740 unique (identified) users, 5,252 IP addresses. We had a peak of 90 concurrent viewers yesterday.
2. Since 2/12, 2167 presentations (1.6 TB) have been uploaded to K-State's Mediasite Cloud tenant. 916 (1.03 TB) of those were external media imports via SFTP, an upload method used almost exclusively by the College of Engineering, and includes a backlog of content they have been recording since the semester began in January. 524 presentations (155 GB) are from the Zoom integration. 514 presentations (317 GB) were uploaded by My Mediasite users.
3. Generally speaking, its going well.
4. Working with accommodations and disability group for strategies.
5. 15,000 hours of automated captioning transcripts for recordings were negotiated into new contract. This is not accommodation approved
 - a. Faculty need to review their recordings for accuracy
 - b.
6. Contract is favorable to K-State.
7. Hardware replacements in contract as well. These items are bridging hardware devices that help process the audio and video pieces and parts for creating content. There are 13 hardware devices across campus. These parts and pieces have not been invested heavily at K-State.

7. New Business

a. Cybersecurity Training Plan – **Michael, Chad Currier, IT Chief Security and Operations Officer, Division of IT**

- i.Forward suspect emails and possible scams to abuse@ksu.edu
- ii.Send a teams message or screenshots to security@ksu.edu
- iii.If you know of anyone that needs more
- iv.Crowdstrike- Needs to keep this software on devices to alert to attacks in real time and need the 24/7 visibility.

v.

b. Other Items –

8. Future Meetings and Agenda – **Phil**
 - a. Committee Leadership – **Phil**,
9. Adjourn meeting—**Phil**

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- Chad Currier, IT Chief Security & Operations Officer
- Thomas Bunton, CTO
- Ryan Leimkuehler, University Archivist
- Danielle Hall, Records Manager

Attachments: