Information Technology Committee
Minutes
2006-2007 Meeting #5
February 28, 2007, 10:30 – 11:30 a.m. (Pacific Time)

Present: Anderson (Chair), Cronk, Frenzel, Funabiki, Goodwin, Merrell, Pendergraft, Schlater
Absent: Hughett, Krogh
Guests: Tony Opheim (ITS), Linda Sather (Registrar’s Office)

Call to Order: Chair Anderson called the meeting to order at 10:30 a.m. in room 101 of the Ag Biotech Building

Business:

1) Banner

Linda Sather from the Registrar’s Office described new procedures that will be used to handle variable credit offerings within a variable credit course. Each offering will have its own section and its own CRN. The new procedures will take effect during the fall 2007 term.

Committee members posed the following additional questions to Linda:
Q. How often does the Registrar’s Office run prerequisite checks? A. The Banner system does not accommodate automatic reports about prerequisites. This capability is on the office’s “like to do” list for Banner upgrades.
Q. Is there a way for advisors to identify who lifted an advising hold? A. The information is not available via the web for advisors. However, there is a Banner form named SWAAVHL that displays an audit trail of advisor holds (including who released the hold). Many academic departments have access to this form.

2) IT Security

Tony Opheim, Chief Technology Officer from ITS, provided an update on the recent series of IT-related security breaches that have taken place at the university and discussed steps that are being taken to prevent future occurrences.

Tony described the four methods that can be used to compromise electronic information: hacking, physical action, accidental exposure, and malicious intent. Tony also shared a handout from Educause that outlined seven steps for improving information security.

Tony said there are three main types of sensitive personal information that ITS has to protect -- social security numbers (SSN), driver’s license numbers, and credit card information. The university’s historical practice of using SSNs for identification is a significant area of concern.
Tony said the institution needs to refrain from asking for SSNs (for example, as a means to log-in to the employee web in Banner) and to say “no” to requests to give out SSNs. In the near future, employees will no longer be able to log in to Banner using their SSN, they’ll need to use their Vandal number instead. Committee members pointed out that the use of SSNs will still be required in some areas such as on grant proposals and financial aid documents. In some cases, hard copy documents that contain SSNs are being scanned for archival purposes. Tony recommended that the sensitive SSN information be blacked out before documents are scanned.

Tony said that he’ll be developing several new security policies and procedures in the near future and will seek review and input from the committee about them.
3) **Departmental Servers**
   Norm Pendergraft asked Tony Opheim to comment on the ITS fee structure for virtual servers. The price sheet appears to reflect a research-funding model. Tony said that it was a cost recovery operation. Norm wanted to know whether an alternate price sheet could be developed for instructional purposes. Tony said he would be willing to explore options for an alternative approach.

4) **WebCT Upgrade to Version 6**
   David Schlater provided a brief update about his unit’s efforts to upgrade WebCT. David said he hoped the new server would be ready in the near future. Blackboard has announced plans to support Version 4 for another year. Also, the new Blackboard learning system product now has a direct upgrade path from Version 4. David said that he had been previously told that the only upgrade path was through Version 6.

**Adjournment:** The meeting was adjourned at 11:45 a.m. The next meeting will be held on March 28, 2007 at 10:30 a.m.

Respectfully submitted,
Professor Erik T. Anderson, Chair 2006-2007