

## **Minutes**

**Committee:** Distance Education and Learning Technology Committee (DELTC)

**Meeting date/time/location:** February 28, 2022, 3:00 p.m., Microsoft Teams

**Person Presiding:** Melinda Doty, Elected Chair

**Regular members in attendance:** Will Banks, Imre Patyi, Jonathan Reid, Patrick Rider

**Ex-officio members in attendance:** Robert Campbell, Wendy Creasey, Timm Hackett, Eric Houston,

**Others:** Rachel Baker, Stephanie Coleman, Zach Loch, Purificación Martínez

### **Actions of Meeting:**

1. The special meeting was called to order by Melinda Doty, Elected Chair.
2. Melinda introduced the purpose of DELT and handed the meeting over to Will Banks. Will chaired the Computer Policy subcommittee which provided feedback for the Academic Computer Use, Computer Replacement/Retirement Program, and Software and Data Services Acquisition Policies to Stephanie Coleman and Zach Loch.
3. Academic Computer Use was the first policy discussed; Zach responded to each comment.
  1. a) Clarified that this is software designed to prevent viruses, malware, etc.
  2. a) It is believed they can combine 4.9.1 and 4.9.4. A list of prohibitive items was the result from an audit (e.g., file sharing software). b) This is needed due to security reasons. As long as software has justification and an academic purpose, it is likely to be approved. Zach was unsure if software developed by faculty needs to be reviewed. c) It was agreed that this phrase should be removed. d) Due to the audit, ITCS needs to review software that may be potential issues.
  3. a) It was confirmed that approval is needed. b) They try to provide details that this will occur and pro-actively reach out to users to let them know it will be blocked as was the case with iCloud. c) Zach explained the timeline in responding to the audit and why changes were made in the interim fashion as the audit required a 90-day timeline. Melinda asked for clarification if their office would be willing to meet with DELT at least once a semester which Zach was fine with.
  4. a) Zach indicated that the office is open to working with DELT to ensure that this is not the case for faculty members and any issues can be resolved. Timm Hackett made the point that students are using software that faculty members do not have access to on their own laptop can be problematic such as lack of access to iCloud. Zach clarified iCloud was specifically called out by the audit as it was a risk for data leakage.
4. Computer Replacement/Retirement Program was discussed next.
  1. It was clarified that this refers to all employees who are funded with state funds.

2. Zach clarified that as part of the computer refresh, if an individual gets a new one, the old one is returned to ITCS. For positions vacated, the old machine is still used and can be held by the department. Stephanie noted there is a process to receive a machine back after it has been scrubbed and that there is a different process for new machines depending on if they are faculty or staff. Zach indicated that inventory management plays a large role in this due to the large number of machines and the potential vulnerabilities.
  3. Jonathan had a comment regarding the replacement policy and the ability to obtain a machine that the faculty member needs, particularly if it needs upgrades. Zach noted that faculty members who want upgrades can do so via their department; allowing everyone to do so would have a significant impact on the budget.
  4. Zach noted they are working on the timeline to get it done earlier in this year.
  5. ITCS found that monitors and docking stations were going unused; monitors also have a longer shelf life. Melinda clarified that many faculty use dual monitors in their set up which is why faculty were concerned. Zach clarified there are machines and monitors to be used in the interim (e.g., a machine breaks, in between refreshes). It was noted this could be communicated better.
  6. Concerning out of warranty repairs, ideally, ITCS would replace them according to the refresh schedule; if it falls out of warranty, it is up to the department. This policy came about because some users were using machines past their use of life and it then breaks typically because individuals were unable to get the upgraded machine they wanted.
  7. They would reach out to the appropriate deans and departments to better understand how positions move.
  8. While it is noted it starts July 1, the refresh typically begins in the fall semester.
  9. Concerning There are certain departments that have their own funded IT technicians.
  10. Image refers to the baseline for the computer which has the minimum software needed to save significant time. The “least privilege user log-in” refers to an individual should not have more access to a computer than one is required to have and approved. Zach will review the policy.
  11. It was believed that in this instance, specifically naming Defender, given that this software is used for anti-virus, it is appropriate.
  12. It was agreed that DELT and Faculty Senate should be considered for changes.
5. Software and Data Collection Services Acquisition Policies was the last document discussed.
1. a) Zach would have to reach out to some data stewards to better understand this. b/c) It is allowed and there are cases of this already. It was noted that without the enterprise version for software, security settings and multi-factor authentication typically cannot be set which is why there are some discrepancies across the UNC system on software that is used (e.g., DropBox). d) It was clarified that the purpose behind this policy was to ensure that the information students are entering into software, it does not violate any policy. Depending on the data entered, it is then funneled from ITCS to other groups on campus as well to review.

2. Everything must be reviewed, including free software and software that does not use sensitive data.
  3. A link was provided to the committee; this information is included in the newsletter and other groups are specifically targeted.
  4. Faculty and staff are required to take ITCS training every two years and when employment starts; best practice manuals are also provided. It is also typically included in the performance evaluation that they are expected to be familiar with university policy. They will go through the internal list to publish a list of supported software in the future.
6. There were no questions for Zach or Stephanie.
  7. Meeting was adjourned.

**Next meeting:** March 23, 2022, 3:30 p.m., Microsoft Teams

Respectfully submitted,  
Scott M. Walfield, Secretary