



Technology in Education Committee

April 16, 2015

Meeting Notes

Members Present: Kristy Enser, Eli Hayes, Armando Herbelin, Chad Meadors, Brandon Ray
Recorder: Brandon Ray

Meeting started: 11:05am

Meeting adjourned: 12:10pm

1. KACE Help Desk Status Update – Brandon Ray
KACE received another update recently. Staff are still working on learning the service desk component. However, we have successfully used KACE to push out a number of software applications and updates, saving our Tier 1 staff time visiting and updating computers.
2. Copyright Policy/Higher Education Opportunity Act Discussion – Brandon Ray
Brandon met with Maggie Stuart and Melinda Weatherford. They decided to separate any copyright policy from the HEOA need to inform students of the penalties of peer-to-peer file sharing and infringing on digital copyrights. Brandon will work on a draft for the HEOA policy and forward to the committee for future discussion.
3. Group Policy and Configuration Settings Discussion – Brandon Ray
 - a. Recycle Bins – Recycle Bins store their data on network/server drives. Deleted items continue to take up space until a Recycle Bin is emptied. The size of Recycle Bins can be limited and enforced over the network, but is this a good idea? The committee decided the risk of someone losing an important file was not worth the trouble. It is easier to educate end users to empty their Recycle Bins and send out friendly reminders a couple times a year. This has the added benefit of end users becoming part of the solution.
 - b. Inactivity Settings/Blank Screens – for security purposes, we may need to begin enforcing an inactivity timeout. It was decided that instructor/classroom computers are not a significant threat as they are most often used for presenting curriculum, not accessing important data. A timeout of 60 minutes could be set for these systems. For staff/departmental computers across campus, it was suggested that IT consult with these employees to discover workflow and security needs before determining a specific end-user configuration.
4. IT Commission Report – Brandon Ray

- a. Data Classification as it relates to security – The OCIO places data into four categories and the security that should be applied changes based upon the category.

Category 1: Public Information

The release of public information is reserved for the college's discretion based upon their FERPA directory information policies.

Category 2: Sensitive Information

Student related information that is considered "directory information" under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student's prior consent. This is information that would be released during a public records request of Data Warehouse data.

Category 3: Confidential Information

Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement. This information is protected due to:

- a) Sensitivity - Information which must be protected due to proprietary, ethical, contractual or privacy considerations.
- b) Legal Obligations - Information for which disclosure to persons outside of the SBCTC may be governed by specific standards and controls designed to protect the information such as FERPA.
- c) Moderate risk - Information which may not be specifically protected by statute, regulations, or other legal obligations or mandates but for which unauthorized use, access, disclosure, acquisition, modification, loss, or deletion of could cause financial loss, damage to the SBCTC or college reputation, violate an individual's privacy rights, or make legal action necessary.

NOTE: The OCIO also includes information regarding IT infrastructure and security of computer and telecommunications systems in this category.

Category 4: Confidential Information Requiring Special Handling

Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.

- b. Cyber Liability Insurance – In case of data breaches, SBCTC has purchased Cyber Liability Insurance and Lower Columbia College participates in this program. The college has been asked to review and classify its data and share this information with SBCTC so an appropriate amount of insurance coverage can be purchased in the future.

- 5. Just-In-Time Academic Alerting – Brandon Ray
Brandon shared information he recently received from a trip to WVC. The highlight was a “Just-in-Time” academic alerting system that WVC is incorporating into Canvas. It allows faculty to provide feedback to students at any time there is an academic concern. When an instructor submits a JIT alert, an automated email is sent to the student, the completion coach, the student’s academic adviser, and the submitting instructor.

- 6. Other Topics or Questions – Brandon Ray
 - a. TEC will begin looking at the digital sharing policy in May.
 - b. TEC will review the Acceptable Use Policy in May.

Next meeting: Thursday, May 14, 2015

Location: ADC 144B

Time: 11am-Noon