# Bozeman IT Council Minutes

# 9:00 am Wednesday, January 28, 2015

# President’s Conference Room

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| **Voting Members** | **Others in Attendance** |  |
| Martha Potvin, Chair | Signe Lahren | Paul Lambeth |
| Ken Kurtenbach | Jerry Sheehan | Justin Shanks |
| Brett Gunnink - Absent | Adam Edelman |  |
| Chris Kearns | Desirae Lindquist |  |
| Ross Snider | Eric Wold |  |
| Terry Leist | Rich Shattuck |  |
| Dylan Erwin | Matt Rognlie |  |

1. **Call to Order, Announcements, Approval of Minutes**

A comment was made that it would be helpful to add clarification to the acronyms in the minutes. Motion made to approve minutes from last meeting. All in favor. Approved.

Instead of recapping all the project updates, the minutes from the Enterprise Council were circulated for review by the IT Council. The Enterprise Council wants to ensure that the information is also shared with the IT Council. In the future, past Enterprise IT Council minutes will be circulated electronically to the Bozeman IT Council before the meeting.

* 1. **Discussion of Enterprise Minutes: D2L Grades**

This project has come up as a request to move grades from D2L to Banner. This will require some ESG (Enterprise Systems Group) time. There will be some discovery to determine what will be required to do this. Initial scoping of this project was approved to move forward by the Enterprise Council. An initial business case will be developed to scope the project, determine requirements and necessary resource allocation. When this information is complete, the project will be ready for further discussion and possible prioritization.

1. **Updates**
   1. **Security: Anti-Virus/Malware Security Month**

Several efforts are being made to raise awareness. There is a SANS (SANS Technology Institute) training course that is in test right now. It will then be rolled out to the rest of the campus and will be integrated into D2L. There will be a quiz at the end of the training. If the training is completed the user will receive a coupon for a cup of coffee as an incentive to complete the training.

There are more insidious viruses that exist and the institution needs to be more proactive in educating users to avoid exposure to these viruses.

Media campaign is underway. Postcards will be mailed to all staff and faculty.

Currently, there is no policy that states specific software should be installed on all institutional computers.

Technical evaluation would need to occur to determine what is and isn’t secure. 60% of all calls that come to the User Services group is related to malware.

Pilot of 0365 has decreased some of the vulnerabilities, but not all of them. Before all campuses are migrated, ITC will work on solving the vulnerabilities.

* 1. **Security: Identity Finder**

Two and half years ago this program was supposed to be deployed on all institutional machines as a directive from the Provost. Some of the areas that have stalled are in the academic units. There has been some resistance from deans and departments. There are concerns regarding which specific machines are subject to this program. It seemed that people were concerned about what this tool’s purpose is.

The main issue is exposure to malware. If individuals were not part of the conversations, they have been reluctant to allow the software on their institution owned devices.

It is time to re-visit the need to ensure that the university systems are secured and a plan put in place to get all machines updated with the software.

The Provost has requested a formal report of current deployment and the goal is to have this report presented to the Bozeman IT Council in March.

An assessment will be done by ITC to determine what departments have and have not deployed the tool.

Policy needs to be clarified that anti-virus software needs to be installed on all devices. Also, personally identifiable information should not be stored on hard drives or other places where the information could be compromised.

* 1. **Instruction: Read Write, Gold (Student Accessibility Software)**

This software package has replaced Kurzweil. It has been institutionally licensed for Bozeman, Billings and GF. This is a superior tool for dyslexia and English as a second language.

It is available to be used in student labs and the library. A training and support program needs to be developed on use of the tool.

* 1. **Instruction: D2L at Bozeman**

Desire to align technical group with EU (Extended University) and D2L. D2L staff are now formally reporting to ITC.

A “no cost” pilot is planned to determine if help support could be extended. There will be some type of communication that will go out to let others know that MSU is looking at extending support. ITC wants to be sure that this will be used by others after hours and that this is something that will have the user numbers to support adding this additional service.

Performance issue impacted the campus on January 22 where there was a slowdown of service. It was a problem on D2L’s end not ITC. One issue that is now being solved is that when issues arise ITC can immediately document those issues so the group can identify where the issues are in the networking infrastructure.

* 1. **Instruction: Student Lab Survey**

There has not been any surveying done to determine the use of the student labs by students. There is no data to support why students use labs. The purpose of this survey is to answer the questions we think we know, but don’t actually have the data to back it up.

* 1. **Research: High Performance Computing Cluster**

There are 12 early adopters of the cluster who are using it. There is more technical documentation being prepared on how to use the cluster.

MSU now has a high performance cluster that can be expanded to other faculty. A news release will be done mid-February.

The machine is located in AJM (AJM Johnson Hall), and is institutionally backed up. The plan is to open a model to benefit a broader community and centralize the administration of the servers.

* 1. **Research: NSF IDI Proposals**

Option to use federal investment to obtain funds for hardware needs.

* 1. **Institutional Infrastructure: Wifi in the Field House, SUB, Library**

Will send out the slideshow that contains this information. Jerry will present this information at the February 11 Bozeman IT Council

* 1. **Current Action Items**

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| Owner | Action | Due |
| Rich Shattuck/Jerry Sheehan | Clarify policy considerations regarding installation of malware and storage of personally identifiable data. |  |
| Rich Shattuck | Compile data and prepare report of current deployment of Identity Finder in administrative and academic areas. | March Bozeman IT Council Meeting. |
| PMO | Clarify acronyms in October Bozeman IT Council and January Enterprise IT Council minutes and recirculate to the group. | Done. |

# Next Meeting: Wednesday, February 11, 2015. 9:00 am. President’s Conference Room.