Technology Steering Committee Meeting (Voting Conducted Electronically)

November 21, 2011

The October TSC meeting was canceled due to scheduling conflicts, homecoming activities, and on-campus CIO interviews. However, as a continuation of ongoing TSC business and timing issues, the following voting was conducted electronically and is summarized here.

Members voting electronically: Rick Anderson (VPAT), Rick Barker (Computer Science), Alan Bearman (Mabee Library), Bob Boncella (Business), Cynthia Hornberger (President’s Office), Donna LaLonde (Math), Denise Ottinger (VPSL), Randy Pembrook (VPAA), Rusty Taylor (Applied Studies), and Elliott Haugen (ISS). Scheduling conflicts: Richard Liedtke (Enrollment Management), JuliAnn Mazachek (Foundation).

Agenda:

Old Business:

1. Voting on Washburn University’s first Computing and Information Technology Resources Policy and Regulations & Procedures.

   Background: Technology-related security has been a major topic within Washburn for some time. An evaluation of this issue was included as an IT Assessment requirement in the University’s RFP issued in February 2009. This IT Assessment was conducted in early 2010 and the following text was included in the Kaludis Consulting report completed in July 2010.

   “Washburn, like other institutions and organizations, has a high-level focus on information security. People at Washburn expect a security focus, data protections, and stewardship responsibilities. However, a common University complaint dealt with security actions undertaken by ISS, specifically not allowing desktop administrator rights for faculty to evaluate software, WUAD, and HiPACE controls. Study participants did not dispute the need for secure information systems and resources, but rather their objections centered on ISS communications, seemingly unilateral approach to security decisions, and the use of security as justification for ISS control.

   There is a growing sense that security (information technology-related) has become disproportional in cost/benefit to Washburn. The campus consensus and the consultants view is that there needs to be a better balance between needs for technology flexibility and experimentation and standards and security. Security-related changes need to be clearly linked to institutional and individual benefits, justifiable costs, and risk mitigation.”

As interim CIO/ISS Director, E. Haugen began addressing many of security-related the operational concerns in early 2010 based on campus input. ISS leadership also defined IT policies as an important STEPs (Strategic Technology Enhancement Project) and presented this in its newsletter and campus presentation in May 2011. The Technology Steering Committee began formally addressing this issue at its April 2011 meeting when E. Haugen presented a first draft information technology policy that he, Bob Stoller, and Harold Holden (HR) had revised and reformatted from an existing Washburn acceptable use policy and text from other universities. The goal was to complete a policy and accompanying regulations & procedures that could be submitted to the Board of Regent. Draft #2 was presented at the
July 2011 TSC meeting and included significant changes based on input from TSC members, Lisa Jones, and ISS leadership. Draft # 3 was distributed to TSC and Faculty IT Advisory Council (FITAC) members in September after additional input, including comments from the WUPRPM policies/procedures group. A copy was given to Steve Angel, chair of Faculty Senate, as a communications and input opportunity.

**Recent Actions:** The final draft was emailed to TSC members on Thursday, October 27, 2011. At their November 15, 2011 meeting, FITAC passed a motion approving the 1-page Policy and 3-page Regulations & Procedures document and forward them to the TSC.

Therefore, TSC members were requested to vote (via email) on the attached final draft of the Policy and the accompanying Regulations & Procedures.

There was a quorum of voting members. The TSC unanimously approved the Computing and Information Resources Policy and Regulations & Procedures (via electronic voting).

This recommendation will be sent to President Farley for consideration by him and the executive staff. If they approve the policy (before November 22), it could be included on the agenda for the December 9, 2011 Board of Regents meeting. As the TSC has discussed, it would be good to complete this before E. Haugen leaves Washburn since he has been working with the TSC and others on this for the last year. He would be willing to attend the BoR meeting in case questions arise about the policy or the process.

Prepared by: Elliott J. Haugen, Interim CIO/Director, Information Systems & Services

Approved by Technology Steering Committee: 

November 30, 2011
ATTACHMENT:

WUPRPM. Board Policies. Effective Date: TBD

BB. Computing and Information Technology Resources

1. Policy:

   1.1 Purpose. To set forth policies regarding the availability, use, integrity, and safeguarding of the University’s electronic information and its computing and information technology resources.

   1.2. Establishment of Regulations. The Administration shall establish regulations and procedures to ensure that the University’s digital information, computing systems, and technology resources are reliable, responsive, trusted, and protected. These regulations shall be consistent with Board policies, the University’s mission, applicable laws and regulations, and sound, equitable business practices.

2. Scope. Information and technology resources are important components of the University’s educational, research, services, communications, and operational activities. This policy provides a framework for the responsibility for and use of these resources by:
   - Students;
   - Employees;
   - Emeriti or those designated as eminentes universitatis;
   - The general public when such access or use is for purposes related to the mission of the University; and,
   - Others as authorized by the Administration or the designee responsible for the ITR.

3. Information Technology Resources (ITR). Information technology resources which shall be protected from unauthorized access or from loss include, but are not limited to, computer hardware and software, information systems, databases, digital media, electronic equipment, and communications devices connected to an ITR. This definition includes ITR that exist now or will become available in the future.

4. Responsibilities. Each Employee, Student, University Group, or authorized Non-University Group shall be responsible for the appropriate use and protection of ITR when used by or assigned to such Employee, Student, University Group, or authorized Non-University Group, following published ITR processes and procedures.

5. Technology Steering Committee. The Administration shall establish a committee which shall be responsible for ensuring that the strategic development and deployment of University information technology resources, services, and support are guided by planning, priorities, policies, regulations, and procedures. This committee shall be an advisory body reporting to the President.

6. Acceptable Use. The Administration shall ensure that ITR stewardship and acceptable use responsibilities are defined and that they protect the rights of individual users to pursue scholarly inquiry and fulfill their University-related responsibilities while providing ITR protections. Acceptable use responsibilities, regulations, and procedures shall be communicated to ITR users, providers, and support personnel.
BB. Computing and Information Technology Resources

1. **Purpose**: To set forth the regulations and procedures regarding the availability, use, integrity, and safeguarding of the University’s electronic information and its computing and information technology resources.

2. **Definitions**.

   2.1 **“Account”** means credentials for accessing any information technology resource that requires authentication, e.g. username, password.

   2.2 **“ITR”** means information technology resources, including the communications, information, computing, and technology resources listed in section 5 below.

   2.3 **“User”** means an individual who requires the use of or access to an ITR to fulfill University-related responsibilities. ITR Users includes Employees; Students; Former Students when they continue to have authorized access; University Groups; emeriti or those designated as eminenter universitatatis; the General Public when such access or use is for purposes related to the mission of the University; and Non-University Groups authorized to use ITR due to a formal relationship with the University.

3. **Technology Steering Committee**. The Technology Steering Committee (TSC) is responsible for ensuring that the strategic development and deployment of University information technology resources, services, and support are guided by planning, priorities, policies, regulations, and procedures. The TSC is an advisory body reporting to the University President.

   3.1 **TSC Membership**. The President shall appoint the TSC which shall be comprised of:

   - Vice President for Academic Affairs (VPAA);
   - Vice President for Administration and Treasurer;
   - Vice-President for Student Life;
   - Executive Director, Enrollment Management;
   - One faculty member recommended by the Faculty Senate;
   - One faculty member recommended by the Faculty IT Advisory Council;
   - Two faculty members recommended by the VPAA;
   - Dean of Libraries;
   - Special Assistant to the President;
   - President of the Washburn University Foundation; and
   - CIO/Director of ISS.
3.2 TSC Functions. The functions of the TSC are to:

- Provide insight, focus, and guidance on major technology issues facing the University;
- Promote communications and shared governance as important factors in developing strategic IT priorities, collaborative plans, integrated solutions, and responsive support;
- Develop, review, and approve policies regarding technology use, protections, and stewardship; and
- Recommend funding for University technology initiatives.

4. Modifying Regulations and Procedures. Any University department may propose additions or changes to ITR-related regulations and procedures by forwarding their request to the TSC for review and decision.

5. Information Technology Resources (ITR). The University’s technology-related resources which shall be protected from unauthorized access or from loss include, but are not limited to, computer hardware and software, information systems, databases, digital media, electronic equipment, and communications devices connected to an ITR. This definition includes ITR that exist now or will become available in the future.

ITR include, but are not limited to:

- Computers and peripheral equipment;
- Digital/data storage devices;
- Video/audio equipment and recordings;
- Electronic data, databases and digital media;
- Application and systems software, computer programs, and documentation;
- Network equipment and data communications technologies;
- Telephony equipment and services;
- Computing and communications-related physical facilities, including power, environmental controls, and utility services; and,
- Communications, mobile, and desktop devices, including computers, telephones, wireless devices, or smartphones, when connected to an ITR.

6. Acceptable Use.

6.1 Core Values. The acceptable use of ITR within the University will ensure and protect the rights of individuals to pursue scholarly inquiry, access services, and conduct business while providing appropriate ITR safeguards. The University shall promote awareness and training about the responsibilities of ITR users, providers, and support personnel. ITR regulations and procedures augment, and do not supersede, the responsibilities or codes of conduct defined in student handbooks, employment documents, or other University policies, regulations and procedures.
6.2 Acceptable Use Responsibilities. ITR Users shall:

- Use only those ITR for which the user has authorized access or an account;
- Respect the use of ITR by others;
- Protect account and password information from access by others;
- Use ITR primarily for University-related work;
- Develop an awareness and knowledge of ITR stewardship responsibilities;
- Comply with all applicable local, state and federal laws, including copyright and licensing laws; and
- Comply with University policies and regulations.

6.2.1 Violations of acceptable uses shall include, but not be limited to:

- Disregarding intellectual property ownership rights, including copyrights, trademarks, or similarly protected information;
- Sharing of a person’s ITR account (credentials) with another person;
- Using ITR for commercial or for-profit purposes, or for unreasonable personal use;
- Harassing others through the use of ITR;
- Disrupting the usage of the ITR by others;
- Gaining or attempting to gain unauthorized entry to ITR via Washburn’s network or the Internet;
- Purposefully propagating computer viruses or other malicious software;
- Distributing individual or mass email via the ITR for the purpose of commercial advertising;
- Connecting equipment that results in destabilization of the ITR; and,
- Providing services to local or remote users by using ITR for purposes not related to the mission of the University.

6.2.2 Noncompliance with acceptable uses may result in any of the following:

- Warning that a use is prohibited;
- Acceptable use counseling or education by University personnel;
- Temporary or permanent disabling of ITR access and/or account;
- Appropriate disciplinary actions as outlined in Subject F. Employee and Labor Relations, Section 4, or the applicable University handbook;
- Subpoena of data files;
- Legal prosecution under applicable local, state and federal laws; and,
- Possible penalties under the law, including fines and imprisonment.