

MINUTES (approved 22 Sep 2009)
Academic Affairs Committee
Emporia State University
8 September 2009
PKP Room, Memorial Union, 3:30 pm

Present: James Aber, George Durler, Elizabeth Locey, Lori Mann, Ann Miller, Dwight Moore, Ann O'Neill, Christy Schreck, Lynnette Schreiner

Absent:

Substitutions:

Guest: Cheryl O'Dell from TCS

1. Meeting was called to order by O'Neill at 3:31
2. The minutes of 25 August 2009 were approved with a spelling correction.
3. Information Technology Bills: Cheryl O'Dell presented a series of proposed policy changes or updates that are required by the legislative audit of the universities from last year. These bills are the result of findings in that audit. In some cases the policies reflect current practice, but the practice has not been formalized with a written policy.
 - a. Secure Areas: This is a bill that would establish the policy that all areas that house protected information must be locked when not occupied. There was some discussion about achieving compliance with this policy as many people do not lock their offices every time that they leave. Cheryl commented that there will likely be future courses for faculty and staff to go over security issues of this nature. There was a comment about the section policy objectives and whether that should be in the rationale for the bill. However, in keeping with the precedents set last year, it was felt that no change was needed. It was moved and seconded to send the bill to the Faculty Senate. Motion passed.
 - b. Information Technology Risk Assessment Policy: This bill examines enterprise-wide (essentially campus wide system) information practices, such as what types of information might be on a public server. The effect of the policy is really on the security officer and not much, if any, effect on faculty and staff. It was moved and seconded to send the bill to the Faculty Senate. Motion passed.
 - c. Change Control Policy: This policy mandates that new systems are tested before they are modified or upgraded. Unit support personnel are not required to do this, but they are encouraged to do this. This policy does not apply to a computer on a desk or to a phone on a desk, but to system-wide changes. It was moved and seconded to send the bill to the Faculty Senate. Motion passed.
 - d. Encryption Policy: Establishes that any protected information that is sent off-campus either via e-mail, ftp, or other means must be encrypted. Individuals should talk with TCS about specific solutions and how they would be implemented. There was a brief discussion of web site certifications that can authenticate an encrypted file. It was moved and seconded to send the bill to the Faculty Senate. Motion passed.

- e. Amendment To The Information Security Policy: Lines 39 and 40 were specifically requested by the legislative post audit, which required specific security audits. This might mean hiring a third party to do a penetration test on the system. It was moved and seconded to send the bill to the Faculty Senate. Motion passed.
 - f. Secure Disposal And Reuse Policy: ESU now has a set of unwritten procedures. This would formally establish a procedure to deal with the protection or removal of information on old computers or computers being transferred from one office to another. This policy also applies to old media such as tapes, CDs, etc. An audit by the state of computers in the state compound showed that many had protected information on them. It was moved and seconded to send the bill to the Faculty Senate. Motion passed.
 - g. Amendment To The Password Policy: Establishes the policy that all passwords must conform to a set of standards that define strong passwords. Because of the multiplicity of platforms at ESU, TCS cannot automatically determine that a particular password passes muster. There followed discussion on the length of password, how passwords get created, and how easily TCS can authenticate password? Some discussion on whether line 19 was needed; in the end, it was left in. It was moved and seconded to send the bill to the Faculty Senate. Motion passed.
4. Bills from 2008-2009: O'Neill asked members of the committee to review the University Policy Manual and determine if bills passed last year have been put into the UPM and that the wording is correct. This was done and that information was sent to her by the committee members. O'Neill will review and get a report to everybody soon.
 5. Background Check Procedures: O'Neill reported that this bill was passed at the last meeting (5 May 2009) of the Faculty Senate last year and that Pres. Lane approved the bill with one revision. It was moved and seconded to accept his revision. Motion passed. The bill will be on second reading at the next Faculty Senate meeting and AAC will present the amendment to the bill.
 6. Adjournment: Meeting adjourned at 4:58.