UNIVERSITY OF CALIFORNIA   **ACADEMIC SENATE**

UNIVERSITY COMMITTEE ON INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS POLICY (ITTP)

Minutes of Meeting - February 3, 2006

I.   **Welcome and Chair's Announcements**
        Andrew Kahng, ITTP Chair

After a welcome from ITTP Chair Andrew Kahng, members of the ITTP committee introduced themselves. Committee members presented brief overviews of the issues of interest to their campuses, and a number of possible goals for the ITTP committee this year were identified:
- Communicate with and educate faculty in a timely manner on IT-related policies and issues;
- Serve as a repository of information;
- Foster development of best practices in various IT areas that most impact or concern faculty (e.g., strategic sourcing, educational technology, computing infrastructure, security);
- Provide guidance and advise UCOP on IT policies and issues;
- Take a more proactive role in identifying the need for development of new policies or revisions to existing policies.

ACTION: ITTP Chair Andrew Kahng and Analyst Kimberly Peterson will begin developing a matrix of common IT issues and their status on each campus.

II.   **Information Technology Guidance Committee**
        Kristine Hafner, Associate VP, IR&C
        Daniel Greenstein, Associate VP and University Librarian, CDL

Associate VPs Kristine Hafner and Daniel Greenstein provided the committee with an informational presentation on the newly formed UC Information Technology Guidance Committee (enclosure 1, distribution 1). The IT Guidance Committee (ITGC) was formed out of recognition that UC needs to coordinate, in a more integrated way, the strategic directions for information technology investment throughout the University. Various major constituencies of the University – academic affairs, libraries, business and finance, research, health affairs and others – will be represented on the ITGC.

The main themes of the charge to the IT Guidance Committee are to:
- Identify strategic directions for IT investments that enable campuses to meet their distinctive needs more effectively while supporting the University's mission, academic programs and strategic goals.
- Promote the deployment of information technology services to support innovation and the enhancement of academic quality and institutional competitiveness.
- Leverage IT investment and expertise to fully exploit collective and campus-specific IT capabilities.

The anticipated 12- to 18-month planning process of the ITGC will involve convening expert working groups to perform detailed assessments in key focus areas: stewardship of digital assets, high performance research computing, advanced networking services, common IT infrastructure, instructional technology, student experience, and other workgroups.

DISCUSSION: ITTP Members made a number of comments and recommendations for the current plans for the IT Guidance Committee, including:

- Student representatives should be included on ITGC and/or its working groups.
- "Scholarly Collaboration," which includes research projects and instructional efforts, should be the focus of a workgroup. This is an especially important area as the number of multicampus and international scholarly collaborations are increasing rapidly.
- A key requirement of successful "road mapping" is the establishment of metrics that permit clear assessments of the current situation and identify clear goals for the University to work towards.

ACTION: ITTP members are asked to submit nominations for faculty representatives to the IT Guidance Committee to Academic Senate Vice Chair John Oakley.

III. Consultation with the Office of the President – Information Resources and Communications (IR&C)
   Kristine Hafner, Associate VP, IR&C
   Jacqueline Craig, Director of Policy, IR&C

Associate VP Kristine Hafner and Director Jacqueline Craig provided the committee with information and updates on the following topics.

Security Workgroup
The UC Information Security Work Group was formed last year in response to a number of information security breaches involving the University. The work group was asked to assess the effectiveness of the University's current safeguards for personal information and to develop recommendations to reduce the number and severity of security breaches. The final report of the work group, issued in August 2005, outlines a number of recommendations (http://www.ucop.edu/irc/docs/info_sec_workgrp_final_report_2005.pdf):

- Leadership actions to establish roles and responsibilities for information security and to enforce standards of accountability for security breaches
- University-wide and campus-based security education and awareness activities
- Guidelines for effective handling of security incidents
- Stronger information security policies to address minimum connectivity standards and guidelines for allowable use of restricted data
- Campus security programs to ensure required risk assessments and mitigation strategies at the academic and administrative unit level
- Promotion of campus-based data encryption programs

Electronic Information Stewardship
The University is currently in the process of drafting a policy and guidelines for stewardship of electronic information resources (enclosure 2, distribution 2b). The new policy and guidelines

are currently in a preliminary, informal review stage, but will eventually be submitted to a formal review process. The guidelines are intended to support the policy by identifying electronic information management practices that should be implemented in all University environments. Key areas that have been identified as needing to be addressed in the guidelines include: electronic information management, electronic information security, identity and access management, business continuity, and unified technical environments. One challenge for the Office of the President is to identify any additional areas that are also in need of guidance at the systemwide level.

IR&C is also in the process of developing a new "security" website which will provide guidelines, best practices, sample communications and other resources.

DISCUSSION: Members recommended the University take a layered, roles-oriented approach to developing implementation and usage documentation for policies such as the proposed new electronic information stewardship policy. End-users (i.e., faculty, students, and staff) should be heavily involved in the drafting of usage documentation, which should be free of technical jargon and should also provide definitions (e.g., "data" includes research data, student grades, etc.). Frameworks for communication and strategies for development of this usage documentation could be created at the systemwide level and published on the new security website. It was suggested that ITTP could assist in the drafting of a usage document for faculty for the new stewardship policy.

ACTION: ITTP is asked to provide Director Jacqueline Craig with informal feedback on the draft proposed electronic information stewardship policy and guidelines.

ACTION: ITTP will consider developing a policy recommendation that usage guidelines for University policies should always be developed and framed using a layered, roles-oriented approach.

<u>**Research Cyberinfrastructure**</u>
The UC Information Technology Leadership Council (ITLC) and the Vice Chancellors for Research jointly sponsored a meeting on October 10-11, 2005, to bring together a broad array of constituents (e.g., IT professionals, faculty from a variety of disciplines) to discuss needs and develop recommendations for cyberinfrastructure support of the research enterprise (distribution 2c). On the first day of the meeting participants were asked to describe their research and cyberinfrastructure uses and needs; the second day of the meeting involved breaking into groups to brainstorm and generate recommendations. The major theme that emerged from the recommendations was the need for strategic planning. One result of recommendations from the meeting was the formation of the ITLC's Research Computing Group, which is focused on facilitating collaboration among the UC campuses, medical centers and labs in the areas of research computing infrastructure and services.

The agenda, presentations and report of the research cyberinfrastructure meeting are available on the ITLC website (http://www.ucop.edu/irc/itlc/cyber.htm).

DISCUSSION: Members noted that cyberinfrastructure needs for the University's academic mission involve not just research, but instructional activities as well. For example, technology that eases research collaboration between remote sites could also benefit instructional activities. The University should make a more concerted effort to integrate these two academic activities when targeting IT investments.

Business Continuity Planning
The UC IT Leadership Council (ITLC) sponsored a forum on January 31, 2006, for IT and administrative leaders to focus on emergency planning and disaster recovery for operations critical to the University mission (distribution 2d).

DISCUSSION: One member strongly recommended that the University should include protection of research data as an explicit part of business continuity planning.

CALEA
The University continues to monitor the FCC ruling that applies the Communications Assistance for Law Enforcement Act (CALEA) to internet technologies (distribution 2e). Of major concern is that technical requirements for compliance with the law could potentially require significant and costly redesigning of university networks. UC is working with various associations to engage in negotiations with the FCC to identify some form of accommodation that will enable higher education institutions to meet the needs of both the educational community and law enforcement agencies.

DISCUSSION: The committee stressed the need for faculty and Academic Senate committees to be made aware of the potential privacy impacts of the CALEA FCC ruling and other policies, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA).

ACTION: ITTP will consider formulating communications to faculty and the Academic Senate about CALEA and other policy issues that impact privacy.

UC Trust
David Walker, Director of Advanced Technologies, was unable to attend the ITTP meeting; and therefore, no update was provided on UC Trust, the University's Identity Management Federation (distribution 2f).

ACTION: ITTP will schedule a teleconference with David Walker, Director of Advanced Technologies, to receive an update on UC Trust.

IV.   Consultation with the Academic Senate Office
          Clifford Brunk, Chair, Academic Senate
          John Oakley, Vice Chair, Academic Senate
          Maria Bertero-Barcelo, Executive Director, Academic Senate

The committee was provided with a brief overview of the resources available to Senate committee members, the roles of the Systemwide Senate senior administration and staff, the lines

of communication at the UC Office of the President (UCOP), and the administrative policies and operational procedures for Systemwide Senate Committees.

These policies and procedures are described in greater detail in the *Guidelines for Systemwide Senate Committees* (http://www.universityofcalifornia.edu/senate/resources/chairsguidelines.html).

V.   Systemwide Academic Senate – Issues Under Review

   A.   Special Committee on Scholarly Communications (SCSC) Draft White Papers Responding to the Challenges Facing Scholarly Communications and Proposed Scholarly Work Copyright Rights Policy (systemwide committee responses due March 8, 2006)

DISCUSSION: Committee members identified a number of questions and concerns about the Special Committee on Scholarly Communications (SCSC) white papers and proposed copyright policy. Key areas of concern included:
- SCSC's assessment and characterization of scholarly societies;
- Barriers to implementation, from both the faculty and publishers, of the proposed copyright policy;
- The assignment of and economics behind intellectual property rights.

ACTION: Analyst Kimberly Peterson will draft a summary of the concerns and questions identified by committee members. The committee will review this summary and then finalize its position on the SCSC white papers and policy proposal.

VI.   Consultation with the Office of the President – Academic Initiatives
   Paula Murphy, Associate Director, UC Teaching, Learning and technology Center (TLtC)

Associate Director Paula Murphy informed the committee of recent organizational changes to the UC Teaching, Learning and technology Center (TLtC). As part of the reorganization of the Academic Affairs division, the Academic Initiatives unit is being disbanded and TLtC will become a part of the California Digital Library (CDL) unit. It is anticipated that TLtC may evolve depending on the recommendations of the instructional technology workgroup of the new IT Guidance Committee.

ITTP was also provided with brief updates on UC campus use of and involvement in instructional technology (e.g., Sakai, pod- and web-casting, audience response systems) and a recent meeting of the UC Learning Management Systems managers (distributions 3 & 4).

DISCUSSION: Members suggested possible ways in which ITTP could be proactively involved in the instructional technology efforts of the University. Suggestions included:
- The identification of issues UC campuses should manage prior to switching to Sakai or other new learning management systems (e.g., development of migration strategy for existing systems);

- The identification of areas where commonality should occur or mechanisms developed that will facilitate technology-enabled scholarly collaborations;
- The identification of opportunities for systemwide support in the area of instructional technology (e.g., the LMS managers group is investigating the possibility of establishing a systemwide helpdesk for Sakai, the development of online tutorials);
- The development of a list of minimum expectations for instructional technology resources provided to all faculty by the University (e.g., computer, learning management system, video projectors in classrooms).

ACTION: ITTP will consider developing a list of minimum instructional technology resource requirements for UC faculty.

VII.   Universitywide IT Fluency and Impact Minor Proposal
David Messerschmitt, ITTP Vice Chair

Vice Chair David Messerschmitt provided the committee with an overview of the progress of his proposal to establish a Universitywide minor in IT Fluency. Senate Regulation 544 permits students resident on one UC campus to enroll concurrently in and receive credit for a course offered at another UC campus. Revisions to SR 544 approved in 2004 allow for the designation of "University Courses" (see http://www.universityofcalifornia.edu/senate/reports/sr544.pdf). SR 544 allows for students to receive credit for a course offered at another UC campus, not a minor or major. Establishing a minor would first require approval at the departmental/campus level before even being considered as a systemwide minor. The Universitywide minor in IT Fluency, if implemented, would serve as an "icebreaker" and help establish the necessary infrastructure for the development of other intercampus courses.

DISCUSSION: The committee briefly discussed some of the obstacles to establishing a systemwide minor, such as generating a critical mass of faculty and student interest, semester vs. quarter credit issues, securing the necessary resources, and assigning credit for teaching. One of the next steps for the development of this proposal is to convene a group of interested faculty from several campuses to formulate the curriculum.

ACTION: Vice Chair David Messerschmitt will refine the draft IT Fluency and Impact systemwide minor proposal. The proposal will then be sent to the divisions to help identify interested faculty.

Meeting adjourned 4:00 p.m.   Minutes drafted by
Attest: Andrew Kahng   Kimberly Peterson
                                                                         Committee Analyst

Distributions:
1. PowerPoint presentation, "University of California Information Technology Guidance Committee," February 1, 2006.

2. Information packet, "ITTP Meeting, February 3, 2006: Consultation with UCOP Information Resources and Communications"
    a. University of California Information Security Work Group Report: Summary of Major Recommendations
    b. Draft University of California Policy on Stewardship of Electronic Information Resources (26 Jan 2006, v5)
    c. UC Research Cyberinfrastructure Meeting, October 10-11, 2005: Summary Notes and Recommendations
    d. Business Continuity Planning at UC: ITLC Special Session Agenda, January 31, 2006
    e. Briefing Notes: FCC Ruling on CALEA (November 30, 2005)
    f. Draft UC Trust: University of California Identity Management Federation, Service Description and Policies (January 24, 2006)
3. Paula Murphy, Associate Director of UC TLtC, "What is UC doing with technology for distributed learning, distance education and on-campus learning?"
4. Paula Murphy, Associate Director of UC TLtC, "Update on Learning Management Systems & Other Instructional Technology at UC"