



Ad Hoc Faculty Senate IT Committee Meeting

25 May 2023

11:00 AM, 1008B Center for Computation and Technology

Minutes of the Meeting

I. Call to Order: Singh called meeting to order at 11:00 am

II. Roll Call

Present: Param Singh (Chair), Gerry Knapp, Juana Moreno, Sam Robison, Larry Smolinsky, Craig Woolley (Ex-officio), Sumit Jain (Ex-officio), Scott Baldrige (special advisor)

Absent: Ken Lopata, Fanny Ramirez

III. Public Comments: None

IV. Ad Hoc FS IT Meeting Minutes Approval from 23 May 2023: After minor amendments Knapp moved to pass the minutes. Smolinsky seconded. Passed by majority vote. Knapp, Moreno, Smolinsky and Singh voted in favor. Robison abstained.

V. Chair's Updates: None

VI. Unfinished Business

- Discussion on IT Policy PS-124
 - Jain updated that the appendix in PS-124-ST1 has been changed as per committee's request by adding descriptions. This also resulted in removal of Legal Requirements, Reputation Risk, and Other Institutional Risk rows in the table. The description for Confidential Data (highest, most sensitive) reads: "Data and/or set of data elements that requires the highest level of security and governance. Governance of such data is typically driven by regulations (e.g., FERPA, GLBA, HIPAA, etc.) or when unauthorized disclosure, destruction, or modification of such data poses a significant risk to the University." The description of Private Data (moderate level of sensitivity) reads: "Data and/or set of data elements that requires moderate level of security and governance as defined by contractual obligations, University policies, etc., or when unauthorized disclosure, destruction, or modification of such data poses a moderate risk to the University." The description of Discretionary Data (low level of sensitivity or public) reads: "Data and/or set of data elements that is already published to the public or internally held data that may be published to the public at the discretion of the Data Functional Owner. Unauthorized disclosure, destruction, or modification of such data poses a low risk or poses little harm to the University."

- Lengthy discussion of LSU-89 numbers led by Smolinsky and Knapp. Jain and Woolley informed that after the previous meeting they met Registrar's office and confirmed that an LSU-89 number by itself does not belong to either the category of confidential data. Woolley stressed that he is sympathetic with faculty on this issue but discussion with Registrar's office is necessary to understand how to classify this data. Committee stressed that Faculty Senate must clarify this matter with the Registrar's office.
- Robison raised the issue of Protected Health Information. Example added in Appendix A of PS-124-ST1 after "Individual's health records and information."
- In PS-124-ST2 "Public Data" replaced with "Discretionary Data" throughout the document.
- In PS-124-ST2 sensitive information with "private and/or confidential data" throughout the document.
- Baldrige, Jain and Singh discussed PS-124-ST2 B2 and its implications. Knapp moved to strike out PS-124-ST2 B2. Robison seconded. Passed unanimously.
- Robison and Jain discussed confidentiality agreements to be signed under PS-124-ST2 C3. Changed to "User's access to private and/or confidential data must be approved by Data Stewards. In certain cases, a signed confidentiality agreement may need to be maintained on file based on the risk assessment of the asset where the data is stored."
- Singh raised the issue of including statement on disciplinary action and termination in PS-124-ST2 C5. In this point "Any unauthorized access will result in disciplinary action, up to and including termination" deleted.
- Jain, Knapp and Smolinsky led the discussion on unauthorized copies of private and confidential data in PS-124-ST2 C6. Knapp moved to modify this point to "Users with authorized access to private and/or confidential data should not maintain copies of such data outside of the scope of their responsibilities." Robison seconded. Passed unanimously.
- Baldrige, Moreno and Singh noted confusion with PS-124-ST2 D1 on backups. Changed to "Private and/or confidential data must only be stored on authorized systems and applications. Electronic copies, including backups, must be kept to a minimum. Please refer to PS-133-ST-5 for Backup Management."
- Lengthy discussion led by Jain, Moreno and Smolinsky on sharing of confidential and private data using available channels in PS-124-ST2 D2 and email. Baldrige mentioned lack of means to communicate securely via Moodle. Singh expressed concerns that if faculty, staff and students are not sufficiently informed on this matter there can be a wide scale non-compliance. Smolinsky mentioned apparent difficulties with compliance, especially dealing with large class sizes.
- Robison moved that ITS should facilitate providing practical solutions for faculty, staff and students to share private and confidential data in compliance with these policies. Moreno seconded. Passed unanimously.
- Woolley noted that ITS will work on information and training sessions for LSUAM users on policies.
- Singh and Smolinsky shared concerns with handling of confidential information and legal implications in PS-124-ST2 D2. Changed to include "The recipient may still disclose the information if such disclosure must be done in accordance with other University policies, local, state, and/or federal law."

- Jain and Knapp led discussion on secure disposal of data. PS-124-ST2 E1 changed to “LSUAM must establish processes and procedures for secure disposal of private and/or confidential data, including any copies of such data.”
 - PS-124-ST2 E3 changed to “All physical materials, i.e., non-digital assets, containing private and/or confidential data must only be discarded using University provided cross-cut shredders.” Singh mentioned research using machine learning to reconstruct information from cross-cut shredders. Jain replied that the statement is consistent with current compliance requirements.
- Knapp moved to suspend the rules of order to take up items in New Business. Robison seconded. Passed unanimously.

V. New Business

- Discussion on IT Policy PS-121

Jain and Woolley discussed a proposal to accommodate faculty feedback on open-source licensing which accommodates most concerns. The proposed language for the proposed language for PS-121-ST-3 for Section B.:

B. “Software installation, usage, and removal

1. As per PM-50, any software, regardless of type (freeware, licensed, and/or open source), must not be installed on any University owned IT assets without appropriate review and approval as outlined in the University processes for Software Acquisition. Pre-approved exceptions that do not require to be submitted through the University process for Software Acquisition:
 - a. Legally obtained software for evaluation purposes in an individual, non-instructional setting for at most 30-days is exempt, provided the individual complies with all terms and conditions of the vendor’s license agreement.
 - b. Any open-source software acquired for individual and non-instructional use when it is legally obtained and used solely in accordance with all terms of any accompanying license. It should be noted that individual users are required to comply with all terms and conditions related to the license types including but not limited to, modifications, distribution, etc.
 - i. Note: Any open-source software used for instructional purposes must comply with PS-31 and follow Software Acquisition process.
 - c. Codes developed for research and instructional purposes.
2. Users must not disable or uninstall endpoint protection software on any University owned IT asset. Users and/or appropriate support personnel can coordinate with LSU IT Security and Policy Team (ITSP) to temporarily disable endpoint protection software for troubleshooting purposes or to add exceptions for specific applications.”

Singh charged to send this back to concerned faculty and TSPs for further feedback.

The meeting was adjourned at 1:04 pm.