

## **Council of Chairs and Program Directors Meeting Minutes March 28, 2018**

Present: Shelly Blunt, Glenna Bower, Brody Broshears, Andy Buck, Jeri Burger, Amy Chan-Hilton, Vaughn DeCoster, Bill Elliott, Abbas Foroughi, Rocco Gennaro, Mellisa Hall, Matt Hanka, Audrey Hillyer, Rick Hudson, Paul Kuban, Brian McGuire, MT Morris, Melinda Roberts, Todd Schroer, Jack Smothers, Sarah Stevens, Elliot Wasserman, Peter Whiting, Gabriela Mustata-Wilson, Clarissa Willis

The meeting was called to order at 8:38 a.m. by Chair Bill Elliott.

**Information Technology Update – Richard Toeniskoetter:** Richard provided an update and a PowerPoint presentation on IT security on campus. He went over some key points, including the following:

Academic Support of IT often is left out and neglected.

E-mail is still the highest volume attack vector. USI is taking number of steps to protect e-mail, aggressively blocking bad attachments, identifying off campus senders, implementing sender policy framework, and comparing return addresses with sending locations.

We are moving to Windows 10. It has the best available security features and all computers on campus have it. USI employees are responding well to these new security protocols. Anything older than Windows 7 runs a big security risk.

Changes in Updates. Patching process will be immediate. Patching updates requiring rebooting computers, and typically occurs on Sunday night once a month. We are moving towards encrypted hard drives as a default, and it's already in place on campus laptops.

We are moving down path for better governance on data. Classification capability is coming.

We are migrating to cloud storage/One Drive (technically One Drive for Business) that will gradually replace the H drive.

Blackboard will have a new look starting May 5, 2018. It should be a more consistent theme and more mobile friendly. It is only a functional change right now. Richard and his office will be holding open sessions on Thursday, March 29 from 12-1 p.m. and Wednesday, April 4 from 3-4 on navigating the new Blackboard. This gradually will lead us to institute a revamped Blackboard (Ultra) at some point down the road.

Zoom Pro license are available on campus. This is not a full site license, although we think we have enough for anyone who needs one. It's very useful tool for anyone teaching online. It can be used for synchronous course delivery and for online office hours.

**Minutes from January 31 and February 28 meetings:** Motion by Brian McGuire and second by Elliot Wasserman. Both minutes were approved.

**Council Nominations for 2018-2020:** Bill called for nominations for Chair, Vice Chair, and Secretary of the council and will serve from Fall 2018 to Spring 2020. Brian McGuire

nominated Bill Elliott to be chair for another term. Bill accepted the nomination, but will be on sabbatical in Fall 2018. Current Vice Chair Kim Parsons agreed to be nominated again for Vice Chair, but will serve as interim chair of the council in Fall 2018. Elliott Wasserman nominated Andy Buck to serve as Secretary and he accepted. All nominees were approved by acclimation.

**Other Announcements:** The next Chairs Community of Practice meeting is scheduled for Wednesday, April 4 at 9 a.m. in UC 2229.

The next meeting will be on Wednesday, April 18 at 8:30 in BE 3024, one week earlier than usual because of Study Day on April 25.

The Chairs and Program Directors Retreat will take place in August before university meetings.

The meeting adjourned at 9:45 a.m.

Respectfully submitted,

Matt Hanka, Secretary