

Faculty Senate IT Use Committee
Thursday, September 10, 2015
1:00-2:00 PM
Zimmerman Library, Herzstein Reading Room

Present: Elisha Allen, Mustafa Al-Mashhadani, Deborah Fort, Jeff Gassaway, Moira Gerety, Meggan Gould, Brian Mackie-Mason, Matthew Maez, Tudor Oprea, Bruce Perlman, Steve Spence, Melissa Thompson, Jon Wheeler

Agenda

1. Greetings and announcements
2. Approval of 5-18-2015 minutes
 - a. Minutes were approved following amendment to add Melissa Thompson to the list of committee members present.
 - b. Minutes will be posted to the Faculty Governance webpage at <http://facgov.unm.edu/committees/cmeetings.html#13>.
3. Selection of 2015-2016 Committee Chair
 - a. Spring 2015 chair Jon Wheeler expressed interest in continuing to serve as chair through the 2015-2016 academic year.
 - b. Action Item:
 - i. Hearing no other expressions of interest among attending committee members, the recommendation will be forwarded to the Business Council for confirmation or any further necessary action.
4. Email security
 - a. Jon provided an overview of his presentation to the Faculty Senate Operations committee of Tuesday, September 9th. A copy of the presentation will be distributed to committee members.
 - b. Issues for discussion included
 - i. Email ownership
 1. Per IT representatives present at the meeting, faculty are the owners of their respective email messages. [Edit per discussion: Because IT doesn't set policy, the broader issue of an actual policy may be taken up by the Faculty Senate.]
 - ii. Archiving and recovery practices
 1. Email can be archived by individual users, but if a message is deleted by a user then it will be temporarily backed up on an email server prior to being fully deleted.
 2. Committee members described experiences in which emails believed to have been deleted were recovered. Suggested explanations included differences between Groupwise and MS Exchange and the management of archived email during the migrations on each campus to LoboMail, and the recovery of individual messages from recipients, forwarding to third parties, etc.
 - iii. Policies: Email, data, and general IP Governance

1. How does the Inspection of Public Records Act (IPRA) apply to email? IPRA requests are managed individually – whether email is discoverable or not will depend on the specifics of a request.
 2. Regarding whether email is an administrative record, it was noted that Banner is the designated system of record at UNM and not the email system. However, per NM statute, emails can be records if they relate to University administration or business.
 3. By contract, email servers and backups are not accessible to Microsoft.
 4. Relating to the specific charge of the ITUC, what resources exist for faculty with regard to:
 - a. Training and best practices for keeping email secure?
 - b. Legal requirements and policies applicable to email use?
 5. There was brief discussion about intellectual property in general. It was noted that existing University policy is broad and potentially in conflict with requirements of federal and other funders that principals will share the products of sponsored research.
- c. Action items:
- i. Jon will compile email, backup, record keeping and other related policies across UNM campuses.
5. Campus Updates
- a. Course reserves are now managed in LEARN. Library staff are available to assist faculty with the transition of materials and still provide some scanning and digitization services. The use of LEARN for course reserves not only streamlines the student experience but reduces risk of copyright violations by only making materials available to students enrolled in a particular class, and only for the duration of the class. The transition may also improve library statistics by making it easier to link out to publisher databases rather than static PDF copies of readings.
 - i. Action item: As it was noted that PDF is still easier for off campus access than linking to publisher databases, Jon will find out about using the library proxy in LEARN to enable off campus access to linked resources.
 - b. LEARN roadmap: Because of feedback received by Blackboard from multiple institutions hosting their own Blackboard instances, there is now no planned end of life for our version of Blackboard. However, upgrades to our version will be limited to maintenance and bug fixes and there is no anticipated feature or usability enhancements.
 - i. UNM may consider issuing a request for proposals for a new LMS, but likely not this year. This year may however be a good time to begin a needs analysis process.
 - c. Skype for Business has been enabled for all LoboMail users. Login requires a UNM NetID and password. The service can be accessed online and also via a desktop client.
 - i. https://unm.custhelp.com/app/answers/detail/a_id/7345/