

## Faculty Committee on Educational Technology

### Minutes, meeting of Monday November 17, 2003

#### Science Center room 106

Meeting called to order at 5:02pm

**Present:** Jeff Wragg, Chair; Brenton LeMesurier, Secretary; Caroline Enten , SGA representative; W. Frank Kinard; David Mann; David Cohen, ex officio.

1. The minutes of the April, September and October minutes were approved without modification.

**2. Jeff Wragg reported that**

- the ITSC had discussed the possible introduction of **disk space quotas** in the future on the servers for employee email etc.
- this committee's proposals of last year in relation to requests from law enforcement authorities to search computers should go to the College's legal council for comment, and to Academic affairs more informally. It is intended then to take it place it on the faculty Senate agenda. Frank Kinard cited sections of the S.C. code that seem to support the proposal.

**3. David Cohen (Dean of Libraries) reported on the College's survey of information technology literacy amongst incoming freshman.** The survey consisting of fifteen questions was done on a sample of 195 incoming students, primarily on campus. An attempt to do this remotely via a web interface fared poorly, and it seems that in future the on-campus approach is likely to be preferable. Efforts were made to select questions that were as much as possible platform and software neutral.

**4. Proposed memo on the use of Social Security numbers for identification.**

Two issues were distinguished (a) the need for ID's for permanent records, and (b) ID's for use in online access by students and employees. It was decided that use of SSN's might be acceptable for the first, but not for the second. It was agreed to send a memo to Provost Elise Jorgens, College Legal Council Andy Abrams, and ACTS, with text something like the following.

*The Faculty Committee on Educational Technology needs to bring an issue to your attention regarding the use of faculty, staff, and student social security numbers as user identifiers on campus computerized information systems. There are compelling reasons to avoid such use--primarily that such a sensitive piece of personal information should not be unnecessarily exposed. We think it should be a high priority to change the system to use identifiers that do not reveal any confidential information.*

**5. Electronic Course Evaluations**

As there is now an ad hoc committee to deal with this topic, this committee's direct involvement is probably finished.

**6. Appropriate access to student records**

It was agreed to send the following memo to College Legal Council Andy Abrams and ACTS

*The Faculty Committee on Educational Technology recommends that computer systems which enable the user to access confidential records, e.g., SIS and cougartrail, should have a prominent banner reminding the user about their responsibilities with respect to such access. This reminder should be presented to each user upon login, or perhaps on the login page prior to entry into the system. A suitable reminder we suggest is --*

*Warning: access to any records in this system is for official uses by authorized personnel only. Any access to records must be required by your duties. Dissemination of this information is similarly restricted to necessary official purposes.*

7. Their being no new business, the meeting **adjourned** at approximately 5:41pm

Submitted, revised, by Brenton LeMesurier, March 19, 2004