

# Faculty Committee on Educational Technology

Meeting Minutes: September 7, 2011

**Officers:** Brenton LeMesurier, Chair; Anthony Bishara, Secretary

**Call to Order:** The meeting was called to order at 9 AM in Robert Scott Small Room 353

**Attendance:** *Members:* Anthony Bishara, Bob Cape, Deanna Caveny, Morgan Koerner, Monica Lavin, Brenton LeMesurier, Tyler Mobley, Christine Moore, Y. Henry Xie *Guests:* Amy Ostrom

## Agenda:

1. Approval of minutes and IT/TLT notes from previous meeting (8/18/11)
2. Report from the committee chair, Brenton LeMesurier
3. Report from the CIO, Bob Cape
4. Report from the director of TLT, Monica Lavin
5. Report from the Provost's delegate, Deanna Caveny
6. Assorted feature and change requests and complaints, concerning Banner and MyCharleston in particular
7. Security: Phishing and data breaches
8. Security/Privacy issues relating to faculty use of social media sites like Facebook and Twitter: Are guidelines needed?
9. Survey to assess need for campus computer testing center, Tim Scheett
10. New business

## Discussion of Agenda Items:

3. IT report – Bob Cape
  - Invited questions for him, in advance of meeting if possible
  - Will invite Philip Paradise to next FETC meeting
4. TLT report - Monica Lavin
  - OAKS grade integration initial test worked
  - Goal is to have ready for Fall 2011 final grading
5. Provost's office report – Deanna Caveny
  - New roles in OAKS: grader, content assistant, guest, librarian
  - "Grader" role is now allowed for unpaid students/interns
  - Role denied for auditors who do not pay tuition
  - OAKS will be primary software tool for distance learning
6. Assorted feature and change requests and complaints, concerning Banner and MyCharleston in particular
  - Brenton will gather together existing Banner and MyCharleston comments/complaints and direct to Bob Cape
  - Monica will check OAKS email options
  - Most FETC issues (e.g., Windows 7 transition) would be best addressed by sending to Bob Cape in advance of meeting
7. Security: Phishing and data breaches
  - 32 successful phishing attacks on college in past approximately 1.5 years

- Victims: 6 faculty, 11 staff, 15 students
- Result is that emails from all CofC members get blocked by Internet Service Providers and mail gateways (Hotmail, Comcast, Yahoo, etc.) for days after each attack
- SS# data breaches have been costly for CofC
- Legislatively required independent audit of e-signature security here found that too many people were sharing credentials with others (e.g., with administrative assistants).
- Possible solutions discussed:
  - Developing OAKS learning repository that teaches, through examples and quizzes, the differences between phishing emails and legitimate helpdesk emails
  - Changing MyCharleston such that less student information gets downloaded by default (e.g., home address, phone number)

**Other Business:** Discussion of continued FacultyStaff Listserv abuse

**Decisions Made:**

- Minutes approved with notes from IT and TLT (for 8/18/11)

**Post-Meeting Action Items:**

- Regarding item 6, Brenton will organize the existing Banner and MyCharleston comments/complaints and direct to Bob Cape
- Regarding item 6, Monica will check OAKS email options

**Meeting adjourned:** 10:05 AM

**Next Meeting:** TBD (Later decided as 10/12/11 at 9AM, RSS 353)