Present: Pamela Barr, David Barrett, Douglas Barthlow, Dan Benardot, Laura Burtle, Guantao Chen, Reid Christenberry, Conrad Ciccotello, Samuel Cox, Marty Fraser, Bill Fritz, Johannes Hattingh, James Jones, Steve Kaminshine, Zhongshan Li, Thomas Netzel

Also Present: Mary Jane Casto, Carolyn Gard, Bill Paraska

Minutes: The October 17, 2002, minutes were approved as presented.

Consolidated Use Policy: Members of the Senate ISAT Committee were asked to review the following policies sent electronically prior to the meeting: Wireless Access Standard, Computer Accounts, Computer Ethics, E-mail Access and Message Retention, Informational E-mail Broadcasts, Information Security, Internet Services Registration, Remote Access, Sensitive Information Protection, Student Computer Use, Notifications to Students via E-mail, and AntiVirus Software and the proposed consolidation of these policies as submitted by the Information Technology Security Subcommittee (ITSecurityS). The policies may be found on IS&T’s web pages. After thanking the subcommittee for their excellent work, Marty Fraser said, while the proposed consolidation is good, he is submitting the following proposed disposition of the (ITSecurityS) draft policy document for better clarity:

Proposed Plan:
- Rewrite existing policies in the format of the most recent ones (e.g., the AntiVirus Policy).
- Distribute the guidelines on standards in the subsection of Section 9 into their corresponding policies as part of the rewriting.
- Replace Section 9 with a list of titles of existing policies followed by a section containing the policies. (This moves the draft from a consolidation of policies toward a “bank” for individual policies with common components, such as compliance and violation reporting.)

Proposed “Pipeline” Process:
- Assign IS&T the task of rewriting the policies in the format of the most recent ones. IS&T brings back to the ISAT Committee rewritten policies in groups of one-third.
- Assign ITSecurityS to review the rewritten policies for understandability, use ability, and executability from the user perspective. ITSecurityS brings back a “punch list” of issues for the ISAT Committee to resolve.
- The ISAT Committee may seek reviews of some rewritten policies from other groups (e.g., data stewards) to develop resolutions of issues on the rewritten policies.
- As the ISAT Committee accepts rewritten policies, they are placed in the “bank.”

Chair of the ITSecurityS, James Jones said the subcommittee is open to this proposal, as this will allow wider review and input.

Discussion: People involved in writing the original policies should also be allowed to have opportunity to review any changes. Constituents affected by IT policies should be allowed review and input. Reid Christenberry explained that he brings any new policy to the Senate ISAT Committee for approval and he carries the approved policy either through the academic or administrative process—whichever is the more appropriate channel. It is currently the ISAT’s Chair’s prerogative to say if the policy needs to go to the
Senate, and the committee did not see any reason to change this procedure. However, in the case of the consolidation being discussed, the members agreed the Georgia State University Information Systems Use Policy should go to the Senate once the draft is complete and receives ISAT committee approval.

The members approved the proposed plan and pipeline process.

**Release of Electronic Information to Comply with Patriot Act:** This newly drafted policy was distributed electronically prior to the meeting. The impetus for drafting this policy is to protect Georgia State’s internal computer systems, networks and data repositories against unauthorized and/or malicious access, and disruption of service, and to ensure that law enforcement agencies or individuals citing the [Patriot Act](enacted October 26, 2001) as authority are properly validated and approved before access is granted. This policy will protect an employee if he or she is faced with a request to make sensitive data available to someone who may or may not be legitimate. Thomas Netzel suggested the university police (who are available 24x7) should be involved to verify that the person’s request is legitimate. Under the Patriot Act, government software can be attached to University IT resources to obtain information, including personal and confidential information, which the University is supposed to protect. IS&T will make an appointment with Legal Affairs and university police administration with the request they respond to the policy and offer a suitable path for contacts when staff is approached. In parallel, this draft document may be shared with other groups for their input. This will be returned to the ISAT committee for review.

**E-mail as an Official Means of Communications to University Employees:** Mary Jane Casto reviewed this proposed policy, explaining it is similar to the E-mail policy for students. Because the members expressed concern that many university employees do not have E-mail accounts, a statement similar to the following should be included: the university is responsible for ensuring the staff has access to and be trained in the use of E-mail. There should also be a method that ensures staff’s E-mail account has been activated. Reid reported Katherine Johnston is working on a strategy for those who have no readily available computers, such as appropriately placed kiosks. He explained that both the president and provost support using E-mail as a means of communicating. One of the factors in the requirement for the policy is the desire to eliminate paper pay stubs and reimbursement stubs. E-mail would be generated when a bank account has an activity against it. A web-based application would display the specific information. Guantao Chen said E-mail storage space is insufficient for faculty. When the question was raised about an option of E-mail or paper, the preference was to go with E-mail only. Thomas Netzel feels pushing the E-mail option would be insensitive to a large number of people and social engineering will be difficult. Carolyn Gard thinks SAC has training plans for people who are not up to date technically. Bill Fritz said while he is in favor of keeping employees happy, current budget cuts call for reduction of administrative costs, and this method will save on paper and postage; therefore, he is in favor of this means of communication. The committee suggested that all faculty and staff use GroupWise especially since other clients (such as Outlook and Netscape) can access the GroupWise E-mail messages. This policy will be reworked and returned to the ISAT Committee for review.

**Action Plan 2003—Draft:** Marty Fraser opened discussion on 3.2.1. The committee approved the suggestion that a 25,000 credit hour increase for FY03 is more realistic than the 10,000 credit hour figure in the Plan. Marty Fraser called attention to 3.2.4; however, there was little discussion related to it. Members are to E-mail Marty Fraser if they see needed IT items not reflected in this paper; especially under 3.2.6.

Three other documents were distributed for review: USG Institutional Retention Rate Targets, 2002-2007, USG Retention Rate Report: One-Year Rates/First-time Full-time Freshmen, and USG Graduation Rate Report.

Meeting adjourned at 3:00 p.m.