Senate Information Systems & Technology (ISAT)
Organizational Meeting for 2006-2007
Thursday, April 27, 2006
1:30 – 3:00 PM
718 General Classroom Building

Meeting Minutes

In Attendance:

J. L. Albert  David Cheshier  Nancy Floyd  James Jones  Yi Pan  Andrey Shilnikov
Hassan Babaie  Missy Cody  Chip Hill  Guy Leach  Bill Paraska  Raj Sunderraman
Mary Jane Casto  Earl Daniels  Yu-Sheng Hsu  Karen Oates  George Pullman  Elizabeth Throop

To go to websites or hyperlinks, hold control button and left click mouse.

The minutes of March 23, 2006, were approved as amended.

Welcome to new members for the 2006-2007 ISAT year:

Hassan Babaie, Robinson College of Business, Geosciences
Guy Leach, University Library
Andrey Shilnikov, College of Education, Mathematics & Computer Science
Elizabeth Throop, College of Arts and Sciences, School of Art & Design

Nomination and Election of 2006-2007 Chair: Dr. Pan announced that he would not accept nomination for re-election of the Chair position in order to devote more time to his research and other activities. Dr. Pan called for nominations from the floor for the Chair position. Motion was made to nominate George Pullman. Dr. Pan recognized the motion, and it was seconded. With no further nominations, and no discussion, by a show of hands, Dr. Pullman was elected Chair. Dr. Pan agreed to continue chairing today’s meeting.

Dr. Pan reported that the Student Technology Fee Sub-committee would re-convene on April 28, because the Board of Regents only approved a $10 Student Technology Fee increase and allocations were made based on the full amount requested. Dr. Pan submitted his Report of the FY 2007 Student Technology Fee Subcommittee (STFS) to FACP on April 26, 2006. He requested that this committee send any comments to him regarding the report no later than Monday, May 1, 2006, so that he can incorporate those comments into the document before FACP meets May 2.

Review of the Server Registration Process: Bill Paraska said that the Internet Server Registration Policy was approved by the ISAT committee on August 15, 2002, and by the Administrative Council on September 11, 2002. In November 2002, the ISAT committee recommended that the format be changed for better clarity and this was completed in January, 2003. Today’s review is a follow-up to an audit finding that not all servers were being registered with IS&T as required by the University’s Internet Services (Server) Registration Policy. Bill explained that the procedures were too confusing and he sought assistance from NetSig and the ITSSS to develop a more user-friendly process.

The Internet Services Registration web site is now available at https://isr.gsu.edu. The procedures for registering a server can be found at http://www2.gsu.edu/~wwwcse/doc/uuccs/policy/proc/serverreg/register.htm
IS&T will begin a sweep of the campus network for unregistered servers on September 4, 2006. If any unregistered servers are found, departments will be notified. A second scan will take place November 1, and again departments will be notified of unregistered servers. A final scan will be on December 4, and any remaining unregistered servers will be disconnected from the network. To be reconnected, a server only needs to be registered. Bill sought the ISAT committee's endorsement so that the procedures can be released to the campus community by the end of next week (May 5, 2006). Motion was made to adopt the policy after revising the follow-up after initial scan procedures.

Report from the Web Accessibility Policy Sub-Committee (WAPS): David reiterated that the purpose of the Web Accessibility Policy Sub-Committee (WAPS) is to look at the proposal from the University ADA/504 Advisory Committee for Web Accessibility and to make recommendations. Feedback from the last meeting focused on four areas:

1) The use of new technology/hardware (lines 20-26)
2) Alternative formats (lines 31-32)
3) Challenges to web accessibility (line 57-68)
4) Overseeing compliance (lines 64-68 and 94-99)

Modest changes were made in the proposal to reflect those differences. Lines 24-26 were added to further address changes in the learning environment as learners use more and more new technology to access the internet, such as cell phones, PDAs, hand-held computers, etc. Lines 31-32 were revised to assure alternative formats (especially text-based).

Line 57 begins the discussion of who is responsible for addressing challenges to accessibility and for correcting the problem. The current policy is somewhat ambiguous on this point, but does state that problems should be conveyed to the Office of Disability Services to be tracked and data collected. It also states that the CIO should work to assure overall compliance by overseeing IS&T’s web site audits, training for faculty and staff, keeping units apprised of legal developments impacting ADA compliance, and reporting accessibility progress annually to the Vice President for Academic Affairs and the ISAT committee. David reported that it is the preference of the WAPS for responsibility to rest with the Office of Disability Services. The ODS in turn would contact the IT person of the unit in question to resolve the problem. He emphasized that it is not the intent to foist audit responsibility to ensure overall compliance on the CIO’s office which would be a huge, unfunded task.

Discussed first-generation and second-generation materials (lines 51-55). First-generation includes elements created using HTML; second-generation relates to non-HTML elements including PowerPoint presentations, spreadsheets, video presentations, animations, charts, tables, and documents in formats such as Microsoft Word or Adobe Portable Document Format.

Bill asked why the responsibility for ensuring compliance did not belong to either the auditors or the Office of Disability Services. Also, does the ODS have authority to instruct colleges or departments to comply. David answered that the policy is not intended to enforce compliance, but to show global, institutional intent of overall compliance. It was suggested that if the responsibility was handed to the auditors, the picture would change dramatically. However, Bill stated that the auditors are looking for general compliance; their reports are not punitive, but report only that they have observed a problem. They then leave it to the manager to correct. James said that he is more comfortable with ODS taking the lead. Everyone is going to have to make changes. The ODS can efficiently address all the issues since it is their mission and center of focus.
David will make these changes and email the revised document to the committee (Completed 05/01/06). The committee will revisit this issue at the May 18 meeting in order to vote on a clean document. The WAPS believes that every recommendation they have made serves to strengthen the ADA policy. David would like for the ISAT committee to go on record as strongly supporting a viable ADA policy including the recommendations of the WAPS.

**Data Access Procedures – Electronic Identity Management:** In November, 2005, the Data Stewards Committee met to begin looking at existing data policies and to bring them in line with the Board of Regents’ policy. Bill Paraska submitted a draft of the Data Access Procedures – Electronic Identity Management prior to today’s meeting so that the committee would have time to review the contents. He stated that the document directly supports the Georgia State University Data Stewardship and Access Policy for University Information and the Sensitive Information Protection Policy. Bill asked the committee to verify that they want IS&T to go forward with the charge to review current data and data steward policies and to bring them in line with the Board of Regents’ policy. If so, he will contact the data managers so that the task can be completed. James asked for a definition of data steward. The BOR Procedures Manual (01/01/2005) specifies that each institution have a data management structure to ensure proper handling of institutional data. This data management structure consists of the following positions:

- **Data Owner.** The institution is the data owner of all institutional data.
- **Data Trustee.** Data trustees are institute executives who have overall responsibility for all the data sets maintained by the units reporting to them.
- **Data Stewards.** Data stewards, appointed by the data trustees, are senior level institution officials who have planning and policy responsibilities for data in their functional areas.
- **Data Managers.** Data managers, designated by the data stewards, are generally operational managers within a functional area overseeing the data for a particular subject area.
- **Data Users.** Data users are institution employees who have been granted authorization by the data managers to access institutional data.

JL said that one problem is how to codify procedures for gaining access to data that encompasses all major systems on campus. We have to have a policy to ensure protection of privacy. Bill said that currently, there is no record of what happens to data once it has been made available to someone. The BOR mandate that institutions have a procedure for controlling access to data and a mechanism for tracking and auditing. Bill wants to be able to produce an update in six months or less. He will contact the data managers to resume work on the revisions and implementation of the mandate. Motion made and approved for:

*All data stewards, in cooperation with IS&T, will—by November 16, 2006—review guidelines and procedures for requesting access to Institutional Data that resides in the Person Registry, CREATOR, and Profile Manager systems.*

**Initial & On-going Compliance of Systems that Process Electronic Protected Health Information** James asked the committee to review the document for comments and approval. Bill noted that the word “audit” in the Questionnaire, Annual Audits section, should be changed to “review.” Motion was moved, seconded, and approved to accept the document as amended with the word change.
Action Items / Decisions

- Send comments to Dr. Pan about the Report of the FY 2007 Student Technology Fee Subcommittee (STFS) to FACP no later than Monday, May 1, 2006.

- Internet Services Registration procedures approved April 27, 2006 by ISAT Committee.

- Web Accessibility Policy (Draft)  *(Changes completed May 1, 2006 and emailed to ISAT.)*
  - Change line 36 from “courses of instruction” to “course descriptions.”
  - Change lines 64-68 “The university’s CIO will work with the Office of Disability Services, units and auditors (when appropriate), to monitor overall compliance.............”

- Bill Paraska will contact data managers and continue work on the Data Access Procedures.

- James will have the word “audit” changed to “review” in the compliance document. *(NOTE: William Monahan revised the document which was then emailed to the ISAT committee on May 1, 2006.)*

- Meeting dates for 2006-2007 approved:
  - May 18, 2006
  - June 15, 2006
  - July 20, 2006
  - August 17, 2006
  - September 21, 2006
  - October 19, 2006
  - November 16, 2006
  - December 21, 2006
  - January 18, 2007
  - February 15, 2007
  - March 15, 2007

Meeting adjourned 3:00 PM.

Respectfully submitted, May 1, 2006
Carolyn Summerlin