Senate Information Systems & Technology (ISAT)
Thursday, October 18, 2007
1:30 PM
718 General Classroom Building

Minutes

In Attendance:

J.L. Albert  Susan Easterbrooks  Karen Oates  Upkar Varshney
Dan Benardot  Chip Hill  Cherise Peters  Eboni Walker
Janet Burns  Yu-Sheng Hsu  George Pullman
Brendan Calandra  James Jones  Nancy Schafer
Mary Jane Casto  Steve Manson  Elizabeth Throop

CALLED TO ORDER

APPROVAL OF MINUTES

Motion was made and second to approve the minutes of September 20, 2007, as presented.

CALL FOR TECH FEE PROPOSAL PREAMBLE (Summary)

Brendan Calandra stated that the ‘Tech Fee Process group’s goal was to make the purpose of the Tech Fee grants clearer to faculty and staff. He distributed a bulleted summary which would be included in the call for Student Tech Fee Proposals email. Also, he would like the summary to be displayed prominently on the Tech Fee website. Mary Jane Casto stated that the Tech Fee website would be revised in March 2008. Discussion ensued as Committee members discussed the summary created by the Tech Fee Process group.

The Committee agreed that the following statements be used as a preamble, to be included in the email and on the Student Tech Fee website:

- The focus of tech fees should be on academic or instructional technology, technology that provides added educational value to GSU students’ learning experiences.

- The Student Technology Fee Committee evaluates grant proposals based on guidelines supplied by the Board of Regents of the University System of Georgia (BOR).

  - The BOR guidelines can be found at:
    http://www2.gsu.edu/~wwwstf/EFY2008/BOR_TechFee_Guidelines.pdf

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INFORMATION PROTECTION AND ACCESS POLICY

James Jones presented the Information Protection and Access Policy for approval. The ISAT Committee was asked to approve this policy, in order to send it to the Administrative Council. James explained that the Information Protection and Access Policy is a result of two policies merged together: 1) Data Stewardship and Access Procedures, and 2) Information Protection. In essence, this policy would ensure that the University follows procedures to protect confidential data, such as social security numbers. A lengthy discussion ensued.

**Motion:** A motion was made and seconded to approve the *Information Protection and Access Policy* as presented. The motion passed unanimously.

NEW BUSINESS

- Additional IT Policies

  J.L. Albert inquired about the status of two policies: 1) Institutional Email System, Administration and Usage, and 2) Institutional File Server. James Jones replied that there were some issues with the Institutional Email System, Administration and Usage policy. He is meeting with Keith Campbell to resolve. Discussion ensued. James will present both policies at next month’s Committee meeting.

- Updating Computer Ethics Policy

  Nancy Schafer announced that she is on the Student Life and Development Committee. The Provost has asked this committee to review the students’ Code of Conduct. One code under review is the Computer Ethics Policy, which was generated by ISAT. The Student Life and Development Committee wants to make sure this policy is up to date. Mary Jane Casto replied that according to Gretchen Cannon, Web Master for Student Affairs, the Computer Ethics Policy is a very old rendition and has been superseded by other IT policies. Mary Jane suggested an URL that goes to the umbrella policy of all IT policies. She also suggested removing the Computer Ethics Policy from the students’ Code of Conduct. Mary Jane will send Nancy a summary and link to the IT policies. Nancy will bring any feedback/information from the Student Life and Development Committee to the next meeting.

MEETING DATES AND TIMES

The next meeting will be Thursday, November 15, 2007.

ADJOURNMENT

There being no further business, the meeting adjourned at 2:00 PM.

Respectfully submitted, Joyce Carroll

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