



Ad Hoc Faculty Senate IT Committee Meeting

29 May 2023

11:00 AM, 1008B Center for Computation and Technology

Minutes of the Meeting

I. Call to Order: Singh called the meeting to order at 11 am.

II. Roll Call

Present: Param Singh (Chair), Ken Lopata, Gerry Knapp, Juana Moreno, Sam Robison, Craig Woolley (Ex-officio), Sumit Jain (Ex-officio), Scott Baldrige (special advisor)

Absent: Fanny Ramirez, Larry Smolinsky

III. Public Comments: None

IV. Ad Hoc FS IT Meeting Minutes Approval from 26 May 2023: Knapp moved to approve the minutes. Moreno seconded. Passed unanimously.

V. Chair's Updates: Singh mentioned that LSU AgCenter faculty were given access to IT policy statements on May 26 with a deadline of submission of comments on May 31 which included Memorial Day weekend. Jain informed that LSUAg Center was provided all the relevant information by May 17th. Committee members, including Jain and Woolley, expressed concerns and frustration on a significant delay on this matter.

VI. Unfinished Business

Knapp moved to suspend the rules of order to move item 2 in the Old Business to item 1. Lopata seconded. Passed unanimously.

- Discussion on IT Policy PS-124
 - Jain informed that based on the discussions in the previous meeting PS-124-ST-3 B1 has been rephrased to begin as – “LSUAM must define appropriate assessments to be conducted which will help in the development of disaster recovery...”
 - Jain informed that based on the feedback received on data privacy in the previous meeting points 6, 7 and 8 in PS-124-ST4 are combined and a note has been added regarding individual departments/units and LSU employees. This change now reads: “LSUAM must establish University level processes and procedures to:
 - a. Provide access to Users to the personal information collected from them.
 - b. Allow users to review, update, and correct any personal information collected and stored.

- c. Allow users to remove collected personal information, where applicable. NOTE: individual departments/units/LSU employees responsible for collected data can also address such requests, where applicable.”
 - Lengthy discussion on storing private and confidential information on personal assets in PS-124-ST3. Various faculty expressed concerns that graduate assistants in their day-to-day responsibilities use their personal laptops to store grades etc. Jain noted that current revision states that where possible it should be avoided but the policy does not forbid. Committee members expressed concerns that compliance will be poor. Baldrige and Knapp noted problems with usage of “authorized” in PS-124-ST3 A2. Knapp suggested to change “authorized” by “approved.” Singh requested if PS-124-ST3 A2 and PS-124-ST3 A7 can be combined. Woolley requested if a separate point can be made about backups. Lopata asked why there is a restriction on copies of data. Jain noted that increase in number of copies raises issues with compliance.
 - Knapp moved to combine parts of PS-124-ST3-A2 and PS-124-ST3-A7 and to replace them by
 - “Private and/or confidential data, should only be stored on approved systems and applications (please refer to Appendix A in PS-124-ST2. Storage of private and/or confidential data on a user’s personal assets should be avoided. If it cannot be avoided, then please refer to PS-132-ST-5 MDM and BYOD which refers to Bring Your Own Device security requirements.”
 - “Electronic copies, including backups, of private and/or confidential data should be kept to a minimum. Please refer to PS-133-ST-5 for Backup Management.”

Robison seconded. Passed unanimously.

- As a result of above change PS-124-ST-2 D1 revised to “Private and/or confidential data must only be stored on approved systems and applications (Please refer Appendix A). Electronic copies, including backups, should be kept to a minimum. Please refer to PS-133-ST-5 for Backup Management.”
 - Knapp moved to approve PS-124 and its standards sans update in the definition of “Asset.” Robison seconded. Passed unanimously.
- Discussion on IT Policy PS-121
 - Lopata led a very lengthy discussion on licensing and exemptions for freeware. Mentioned that care must be taken to balance compliance and security issues and availability of software to carry out core missions of LSU which are research and education. As an example, mentioned that there are hundreds of pieces in a Linux system which do not comply with free open-source definitions. As a result, it will be practically impossible to have Linux based machines in compliance with policies.
 - Jain mentioned that current policy is dictated by PM50 which states that every software including open-source and freeware must pass through a software acquisition process. Craig and Jain stressed that every change we make in policies on licensing must pass through accessibility office at LSU. Mentioned that accessibility office goes through each software to see if it is compliant.

- Moreno asked what the financial costs were so far to LSUAM due to a user installing and using a non-compliant software. Woolley mentioned that there have been zero financial consequences so far. Moreno expressed the need to balance various costs – financial risk to LSUAM and extraordinary amount of time spent in filling forms and slowing down of productivity before making a policy decision.
- Singh mentioned that if freeware is not exempted from software acquisition process there will be a large-scale non-compliance. There will also be a very significant increase in IT100 requests slowing down the work of faculty, staff, students and ITS.
- Jain mentioned that ITS can pre-approve a freeware list. Moreno mentioned that it will be impractical as in a dynamical academic environment new freeware may be needed very frequently.
- Knapp discussed about legalistic aspects on accessibility of software.
- Robison asked if datasets were covered by IT100. Jain replied that datasets are not software and there are discussions to exempt them from this process.
- Singh requested if ITS can work on making software acquisition process easier by approving freeware for all LSUAM employees if one employee is given permission, and second by not requiring to get it approved every year. Jain and Woolley mentioned that they are already looking at these possibilities.
- Lopata raised concerns with zero cost subscriptions requiring IT100 process.

The meeting was adjourned at 1:07 pm.