

## IT Committee Meeting Minutes - September 17, 2021

### **Attending:**

Curt Hersey (FA Rep.), Belinda Lady (MNS Rep.). Dan Boyd (Director of Information Security), Victor Bissonnette (CSEHS Rep.), Jeremy Worsham (Memorial Library Rep.), Jen Ngetich (CTEFD), Jacob Caldwell (Student Rep.), Will Donnelly (EHASS Rep.), Sherre Harrington (Director Memorial Library), Jason Murphine (OIT), Amy Cornelius (OIT), Penny Evans-Plants (CIO), David Slade (Dean of Academic Services)

### **Agenda:**

- Approval of Minutes
- Election of Chair
- Kaltura Clean-up
- MISO Survey
- Password Requirements
- Email best practices
- Cybersecurity Awareness Month – October
- IT Projects

### **Approval of Minutes**

- Hold on approval of minutes from last meeting (April 2021) until next meeting

### **Election of Chair**

- Curt Hersey was reelected chair of IT committee by acclamation

### **Kaltura Clean-up**

- Jen Ngetich provided an update on the Kaltura clean-up policy that will bring Berry in line with what other institutions have already implemented.
- A week before fall break (October 11) a notice will be sent out to all Kaltura users detailing the retention policy and giving them 1 month to review their content, which has been flagged for deletion. Any video that has not been viewed in 30 months will be flagged for deletion. If the user watches the video for at least 5 seconds, it will be removed from the deletion list. 30 days after the notice, the video will be deleted from Kaltura.
- Sherre Harrington notified the committee that the library has added Swank Digital Campus as an option for using feature films on campus. This will help to address any potential copyright issues from digitization of content that is available for licensing. Each license is approximately \$90/film and provides high quality access to the film. Once a faculty member requests that the library purchase a video, the library will check access through Swank and if available will purchase access to the video. Perpetual access rights are also available through Swank if needed. Access integrates with Canvas, and Sherre will work with Jason on setting up authentication.

## **MISO Survey**

- Penny Evans-Plants reported that the upcoming MISO survey has been submitted to IRB for approval at the September meeting. The decision spreadsheet will be completed by October 15.
- This year questions about lecture capture will be included in the survey.

## **Password Requirements**

- The committee discussed complaints from faculty members about passwords, especially the need to use complex passwords on classroom computers when there is often little time to get setup between classes.
- Dan Boyd provided the following as current guidelines on passwords
  - Increased the length requirement for passwords to a minimum of 14 characters to align with NIST government guidelines
  - Users cannot use any of their last 25 passwords
  - Current practice is also based on the inability to check and see if a password has been included in a data breach. Microsoft is working on a way to address this issue, but no timetable is available. If they are able to address the issue, then we may be able to reduce password complexity in the future.
  - Faculty have reported that they are being logged out of classroom computers during class. OIT will look into the problem as it may be related to some of the newer replacement computers not being included in the policy.

## **Email Best Practices**

- Dan Boyd updated the committee on the current use of Berry email for personal business and recommended that we encourage Berry use for business related purposes only.

## **Cybersecurity Awareness Month**

- Dan Boyd notified the committee that October is cybersecurity awareness month and that during this time they will be emphasizing security for personal files, photos, email and messaging.

## **IT Projects**

- Penny Evans-Plants provided an update on all in-progress and upcoming OIT projects

Minutes respectfully submitted by Jeremy Worsham