IT Committee Meeting Nov. 13 @1pm, OIT Conference Room

In attendance: Chang Pu (Chair), Penny Evans-Plants, Basil Englis, Anne Marie Marshall, Jeremy Worsham, Matthew Lee, Dan Boyd, Sherre Harrington, Tom Hocut, David Slade.

Chang Pu called the meeting to order at 1pm. The committee approved the Oct. meeting minutes. Anne Marie suggested to follow the old business new business model when recording minutes.

New Business

1. Multi-factor authentication (MFA) in discussion. Chang asked Dan to talk about MFA questions raised by faculty. Anne Marie passed out the compiled questions and answers regarding MFA to the committee. Questions were collected from faculty after the last FA meeting. Dan addressed the questions in writing and emailed them to Anne Marie. More discussions around MFA and various scenarios were prompted among the group. When using Outlook on a desktop or laptop, a special password, called an App Password by Microsoft, must be used, but only has to be entered once and can be saved. Using mobile Phone with a web browser like Chrome or Safari would still be asked for authentication. Anne Maire asked if we could use a small group to test MFA. Penny commented this would not be a campus-wide roll-out, but start within smaller groups such as departments. Dan added that the MFA function was turned on for all IT personnel. Anne Marie suggested not to use IT lingos when communicating MFA to faculty. Registering devices, including devices without cellular data access (wifi only) with Office365 MFA, uses their camera to read a QR code to register them. This requires use of the Microsoft Authenticator app on the device. A user can *also* provide a phone number for voice or text authentication. A total of three phones can be registered via their numbers – a primary authentication phone (most likely the user’s cell phone), an office phone, and an alternate authentication phone. David commented that moving to MFA, the trade-off would be no need to change passwords so often. This is qualified by the word *eventually*. There are a number of milestones that must be reached before the 90-day password restriction is removed. Basil commented on international travel and MFA would not be an odd requirement considering our personal financial institutes have been used it already. Sherre asked about shared or multiple email accounts. Dan emphasized MFA only applied to individual accounts, and other accounts can be setup in Outlook which do not require MFA. Anne Marie suggested to recruit faculty who might have international travels over the break to test MFA. Matthew asked if MFA can be optional. Tom commented making it optional would cause risks for all. Dan and Penny commented that the number of hacking attempts increased after the success of the attack happened last month. The group all agreed and restated the importance of cyber security. IT committee was asked to volunteer to be the testing group after Thanksgiving. The group recommended to distribute Dan’s responses to MFA questions to all faculty before the next FA assembly meeting.
2. Penny introduced the IT Governance structure and asked if this was a structure good for Berry. The committee will discuss the questions at the next meeting. Penny would email the committee the cited article regarding IT Governance Structure so we would be prepared to discuss the questions.

The meeting was adjourned at 2pm.

Respectfully submitted,

Chang Pu