

ITSAC Meeting Notes
April 20, 2017
2:00 – 4:00 PM

Attendees: Tom Ambrosi, Christopher Coons, Saleh Elgiadi, Greg Neunherz, Tony Opheim, Sasi Pillay, John Schneider, Michael Stamper, Lynn Valenter

Absent: Aurora Clark, Fran Hermanson, Colleen McMahon, Chris Meiers, Ryan Risenmay, Jay Starratt, Richard Zack

Guests: Holly Ashkannejhad, Bonnie Cooper, Stephen Locker, Wendy Steele

DISCUSSION ITEMS

EIT Accessibility

Sasi Pillay, Holly Ashkannejhad, Stephen Locker, Wendy Steele

- The EP7 draft for legal review was shared with ITSAC prior to the meeting
- EP7 is being developed to meet the requirements of Policy 188
- The document needs to be received by the OCR office by May 30th
- The workgroup wants to pull out the web accessibility policy from EP7 for now, then will add the accountability piece in regard to the task force; OCR should be fine once we show the procedures piece
- Accessibility guidelines will be published and every online content creator will need yearly educational training
- Every time a web page gets created, it will appear in a log so it can be reviewed by the Tech Task Force (established by the President) for meeting accessibility standards; online content includes all online teaching and learning sites, the student portal, CollegeNet, and marketing sites
 - This includes online content created by 3rd party vendors; the group is working with Contracts to include language to make sure we can back out of vendor agreements for online content if accessibility standards are not being met
 - Requirement is for public facing content – if between two individuals (not public) who do not have disabilities, then it doesn't need to be accessible
- Any content created in 2012 or later will need to be reviewed within the next two years
- Accessibility working group includes members from the academic side
- The question of allocation of resources was raised for the efforts to make the content accessible; should look at using student help, but compliance issues should be handled by the staff
- The challenge of making video and PDFs accessible was discussed
 - It was noted that if the information is on the web, then you don't need PDFs
 - However, there was some discussion about the challenges of creating web content for courses using equations and symbols, such as mathematics and physics; those will require instructional documentation to show how to make PDFs accessible; but there will be some "wobble room" for determining what is reasonable; we need to provide content that is equivalent, not identical

- Policy is set in place for students needing closed captioning
 - Panopto automatically records, then we caption it at a later time
 - There may be need for a sign language interpreter in the class
 - Live-captioning has been made available during events on campus
 - Students will need to be made aware that these services are available
- The Policy, Procedure, and Forms office will need to review EP7
- Procedures will need to be developed for implementation and determining who's responsible for what and who will support the faculty
- The need for information sessions with faculty members was discussed
- Holly will write the procedures before sharing with faculty; procedures can be more flexible than the policy
- Wendy's version, which was modeled after the UW policy, focuses more on the procedures; the workgroup will put more effort into this version and apply the ITSAC feedback into it; they will circulate this after the AG's office has another look
 - Send comments to Holly and Wendy by mid-next week
- Stephen will start breaking out small bits of information, in order of priorities, to share with faculty
 - He will create a couple of slides that highlight the policy, then what will need to be tackled first in the next year or two

IT Governance

(not on agenda)

- An Accessibility and Compliance subgroup was added to ITSAC, in addition to the Area Technology Officers
- Sasi discussed the restructuring of WSU IT Governance with the President's Council and ITEB.
- Sasi and Saleh will be requesting nominees for ITSAC from the Deans and VP's for individuals who can make decisions based on the needs of the University on behalf of their area; they should know the administrative side and the research side of the areas they are representing and be able to articulate their area's goals for their dean/VP
 - ITSAC is about strategy and making recommendations to the President and his council
 - ITSAC does not currently have full representation from all areas of the University
 - Need to modify the call for nominations to include a tech representative for ATO and a mission-specific representative for ITSAC
- The framework developed by the Business Intelligence subcommittee for scoring IT projects has not yet been applied; Lynn will resend to ITSAC members for review and it will be put on the agenda for the next meeting

Information Security & Data Classifications Policies

Tom Ambrosi

- The following documents were shared with ITSAC prior to the meeting:

- Information_Security_Strategic_Plan-v1-ISC_ChangesAccepted+UpdatesTA-20170317
- WSU_Informaton_Security_Policy_DRAFT_ITSAC-AcceptedChanges-v2-20170302
- WSU-EP8-Update-ISC-AcceptedChanges-20170303
- WSU_Data_Classification_Policy_DRAFT_ITSAC-AcceptedChanges-20161214
- The Information Security Policy is meant to be a new Executive Policy
 - Tom requests ITSAC members to review the documents for additional data and provide comments by April 30th
 - There was discussion about data classification, specifically, financial data that could put the University at risk; do business transactions, operational data, and financial records need a higher level of classification?
 - The Data Steward would classify data as confidential when deemed necessary
 - Separate procedures will need to be developed for handling confidential and regulated information
 - From a functional standpoint, authorization to confidential data would come from the data custodian
 - The Data Stewardship model will need to be reviewed separately from the policy
 - Process for approval: ITSAC – President’s Council – PP&F
- Tom also requested feedback by April 30th on the Information Security Strategic Plan
 - Plan has gone through the ITSAC Security and Compliance Subcommittee, the ATO’s, and Office of Research; after feedback from ITSAC members, it will go to the President’s Council for approval

Instructional Technology Subcommittee Recommendation Regarding Courier

Christopher Coons

- The Courier Recommendation document was shared with ITSAC prior to the meeting
- This agenda item concerns printed materials, such as course evaluations and exams, that are distributed between multi-campus locations for VC classes; IT staff have been delivering these materials to students which creates an issue with resources and also takes away from managing the technology used in the course; effectively, it turns the technician into a TA
 - Sasi’s initial thought for classes that are taught remotely, is to use the same rules as online instruction; however, not every faculty teaching these courses has a presence on Blackboard
 - The vision of the subcommittee to deal with the logistics of course materials is to have everything put in the LMS
 - Mathematics courses present a challenge as there is a need for hand-written work/exams
 - There was discussion about setting general guidelines, with exceptions allowed if requested more than 24 hours in advance
 - There is a need for faculty to be educated on the issue and to allow them to give their feedback; Saleh suggests taking to faculty senate or to a subcommittee for additional feedback
 - It was also asked for feedback to be requested from the IT staff currently performing these tasks

- ITSAC will review this issue again after receiving the feedback, then will make a recommendation

Subcommittee Updates

- No updates due to time constraints

ITSAC Meeting Time

- It was suggested to move future ITSAC meetings up to start at 1pm