Item 1: Status Updates from Subcommittees
   A. New Employee Orientation for IT Professionals
      • Ron Szabo presented the committee’s preliminary report
         o Need to identify the IT professionals and create a reporting structure
         o The committee recommends
            ▪ Review the system policy
            ▪ CIS take on responsibility of for information resources subject to annual
              review by the ITAC
            ▪ ITAC should study IT certifications, training, and career ladder.

Item 2: Follow Up Questions
   A. Jeff McCabe presented the state’s definition of confidential information
      • Confidential information, according to the state, is information that is specifically protected
        by a law, such as:
        o Combination of name and UIN
        o First name, first initial and last name in combination with DL #, social, UIN
        o Test grades
        o Combination of security code and credit card number
        o Protected research data
        o Any information related to the student (other than directory information)
        o Directory information (FERPA) (except when student has filed form to withhold
          information)
      • The committee decided that a list of examples should be used instead of an exact definition
        of confidential information.
   B. Questions
      • What is your classification?
      • What type of portable storage devices are you using?
      • Is this your personal device, or was it provided to you by the university?
      • What types of information are you storing on your portable device?
         o List types of confidential information
      • Are you storing other confidential information that was not listed above? If so, what types?
      • Is your device encrypted?
      • Do you know what encryption means?
      • Why haven’t you encrypted your device?
         o Choose from: I don’t know what encryption is, I don’t know how to encrypt, I don’t
           store confidential information, or I already do encrypt my device
   C. Demographics
      • Faculty
      • Staff
      • Graduate student employees

Item 3: Survey
A. Ideas for survey
   • Phone Bank - Public Policy Research Institute (PPRI)
     ▪ Initial survey sent by email
     ▪ Follow up phone calls to non-respondents
     ▪ Need an estimate of time and cost
   • Email Survey - Student Life Studies - Sandy
     ▪ Use EMF to generate a sample of target demographic
     ▪ The department can conduct this study free of charge and within time limits
     ▪ This is second choice

B. Timeline
   • Survey will be created by December
   • Survey will be issued in January
   • Survey results and preliminary report will be presented in February
   • Detailed report presented in March