

University Information Technology Committee Minutes
Monday, 11-26-18
1:30 p.m.
Tigert 226

Present: Herbert Lowe, PJ Brucat, Trevor Bopp, Rafa Munoz-Carpena, Raymond Issa, Jack Stenner, Randall Doty, Mark McCallister, Anne Allen, Frank Bova, Laurie Bialosky, Nico Cellinese, Eric Porges, Elias Eldayrie, Charles Widmer, Stephanie Herrera, Michael Gettes, Stacy Ewing, and Megan LeRoy.

1. Call to Order

The meeting was called to order at 1:36 p.m. by Interim Chair Frank Bova.

2. Introductions

Committee members, guests, and administrative liaisons were introduced.

3. Approval of [April 26, 2018 Minutes](#)

The minutes were approved.

4. Election of 2018-2019 University IT Committee Chair

-Ray Issa was elected as the 2018-19 Chair.

5. [Dual Authentication](#) Update and Plans – Michael Gettes, Associate Director for Identity Services

-Michael Gettes gettes@ufl.edu provided an update on Dual Authentication and discussed upcoming plans:

-Dual Authentication has been in effect for about one year. UFIT adopted it in spring 2017 and over 400 UFIT staff currently use it.

-Two-factor authentication was rolled out campus-wide April 2018 as an optional program. Approximately 4,000 individuals are currently using it. IT hopes to enroll all new hires in the near future.

-Two-factor authentication is supported by both the UF computing help desk and UFHealth.

-Users are asked to register as many devices as possible including landlines, office phones, Apple watches, etc.

-The authentication applies to all UF VPN-protected apps and any applications enabled through ufl.edu.

-Eventually Epic will be enabled for dual authentication.

-All comprised accounts must be enrolled in two factor identification; as of today, no two factor enabled accounts have been compromised.

-UFIT is in the process of working out student deployments, including exam proctoring / ProctorU.

- A goal is to have a single sign-on once per day.
- Three different options include: Smartphone; a landline or office phone (voice-prompt) and a Security key which you can obtain at the help desk.
- There was discussion about utilizing a local/college cloud or accessing a personal directory when teaching as opposed to logging-in in the classroom. Policies are local to the colleges.

6. [Update on Video Collaboration](#) - Mark McCallister, Director of Academic Technology

- Mark McCallister reviewed Zoom meetings usage and provided a snapshot of the number of meetings and trends and which Zoom rooms are most utilized and by whom.
- An overview of how to use Zoom in a meeting was provided.
- The top ten international Zoom users were identified.
- Skype was previously used for business on campus but it will be absorbed by Zoom. The low learning curve, reliability, cost, and quality has been best via Zoom compared to other applications previously used on campus.
- Zoom has a special environment with encrypted functionality for individuals using PHI information in conferences/meetings.
- An IT help ticket can be placed to request a Zoom access link.
- While Zoom rooms have additional cost which colleges or units will cover, the UF licenses eliminates the 40-minute meeting time limitation.

7. [UF Course Request System Changes](#) - Mark McCallister, Director of Academic Technology

<https://news.it.ufl.edu/education/course-request-system-changes/>

- A Canvas Course request overview was provided and changes made to the course request system this semester were outlined.
- Instructions for requesting are provided in the [e-learning website tutorials](#) at: <https://elearning.ufl.edu/course-request-process/>
- Canvas course request fields and functions were reviewed, including how to create and combine course shells for course sections; how sections can be excluded from having a course shell created; and how automatic course shells for each section is created.
- Discussion was held regarding communication of technology changes, updates, and news. UFIT matches email notifications with the e-news provided in the weekly Provost newsletter and other campus media outlets so changes appear in a coordinated effort.
- UFIT tracks help tickets to help understand more wide-spread issues. Information about this update is located at: <https://news.it.ufl.edu/education/course-request-system-changes/>.

8. Open Discussion on Faculty needs – Frank Bova, Interim Chair

- Interim IT Committee Chair and past Faculty Senate Chair Frank Bova discussed the committee's appointment and responsibilities, including that it provides an opportunity for faculty to provide input to IT and communicate specific faculty needs to IT leadership and staff. The IT Committee was originally a task force and was then adopted as a Faculty Senate committee, with individual college representation, to

assist IT with university information and communications technology strategic planning.

-Limited storage is an area of concern in the Florida Museum of Natural History (FLMNH) unit. VP Eldayrie is available to discuss options and potential costs involved in improvements to FLMNH storage.

-The challenges of holding data after a grant term and funding has expired was discussed. UFIT has ongoing discussions with the IRB on this topic.

-Discussion was held on an inquiry about archiving information generated in Zoom as well as IRB-related issues regarding privacy of the information.

-The need for a concierge IT service was discussed, given the complexities involved for individual faculty when navigating IT services on their own. VP Eldayrie suggests that the committee consider and explore the interchanges between the IRB, the privacy office, General Counsel, vendors, PI's, and the colleges themselves. The IRB is currently trying to establish more liaisons to assist with individual projects.

-The organization of <https://news.it.ufl.edu/> was discussed.

-There was an inquiry regarding T4 practices discussed in the past (April 2018) meeting; follow up inquiries should be made with unit web teams.

-[UF Identity policies](#) and the need for them to be more mobile-friendly, especially in the Health Science Center area, was discussed.

- Information Technology, through the [Technology Fee Innovation Grants](#), annually offers project funding and Anne Allen can be contacted for more information.

-Goals to link myufl with oneUF were discussed.

-Faculty onboarding was discussed in the Faculty Senate Welfare Council as reflected in the [10/15/18 Welfare Council minutes](#). The recent UF hiring initiative has resulted in the onboarding process becoming a high priority item for many colleges and Mark McCallister is available to assist in college-level meetings.

9. Adjournment

The meeting was adjourned at 3:05 p.m.