University Information Technology
Committee Minutes
Monday, 03-29-2021
9:30 a.m.

Join Zoom Meeting:
https://ufl.zoom.us/my/cacim/

Present: Ray Issa, Terra Dubois, Ryan Yang, Amber Emanuel, Marshall Haning, Mark McCallister, Megan Leroy, Michael Bumbach, Nico Cellinese, Charley Widmer, Eric Porges, Juan Claudio Nino, PJ Brucat, Laurie Bialosky, Randell Doty, Sean Davis, Stacey Ewing, Bojan Lazarevic, Alex Fox-Alvarez, and Herbert Lowe.

1. **Call to order & Introductions** – Raymond Issa, Chair, University Information Technology Committee
   - The meeting was called to order by Chair Issa at 9:31 a.m.

2. **Approval of 22 February 2021 Minutes**
   - The minutes were approved.

3. **Presentation -** Terra Dubois, Chief Compliance, Ethics, and Privacy Officer
   - Terra Dubois provided the history and overview of the office and the activities which it engages in with UFIT. The organization of the compliance enterprise at UF, as it pertains to the UF Health side and institution wide, was reviewed. Compliance support partners and liaisons in UF units assist with 'on the ground' efforts at UF. Privacy Officer responsibilities and operational functions, such as risk assessment and information security, were discussed, particularly in the context of the university being such a large and diverse research and teaching enterprise. Examples were provided of when the office would become involved in an incident and when regulatory bodies at the state and federal level, and entities, such as HHS, would receive notification.
   - Committee Q&A included:
   --Regarding the shift to many online technologies and the increased use of Zoom recordings, is there a policy local to UF or to the State University Systems (SUS), such as a blanket FERPA statement which outlines expectations in the university's teaching and learning experiences? FERPA and FERPA waiver options were briefly discussed. The office of Government and Community Relations, and General Counsel would be involved in this conversation.
   --It was noted that this year President Fuchs relayed his university-wide values initiative and this office coordinates its operation in conjunction with it.
   --The UFID and its attachment to individuals' information was asked about, including what flexibility there may be under FERPA rules. Treating UFID's in a

manner similar to directory information was discussed.

--Rutgers University's new requirement for employees/students to provide proof of vaccination was discussed in the context of privacy concerns and HIPPA boundaries.

- [UF HR social media usage policy and guidelines](#) regarding posting views on social media in a personal vs. professional capacity were discussed.

--Student Honor Code jurisdiction lies within the Office of Student Affairs; the Compliance Office typically only becomes involved if an issue arises surrounding a research-funded item of concern.

4. **Administrative Liaison Report** – Mark McCallister, Director of Academic Technology

- **New Student Base Computing Requirements**, Mark McCallister
  - Mark McCallister requested committee feedback following a discussion with UFIT staff at the e-learning Advisory Committee regarding UF requirements for students to have computing devices which are appropriate and sufficient for today's environment. A policy, which was initially put together around 1998 and which has been updated at least annually, was screen-shared: https://it.ufl.edu/policies/student-computing-requirements/. The policy is meant to assist in orienting students, and their families, to UF computing requirements, particularly when these individuals are purchasing or preparing to purchase equipment.
  - The committee asked that the page be more specific when possible to help with students not as well versed in the range of available products. For example, a Chrome Book purchase could vary widely. Chip changes by manufacturers are always evolving, so it would also be helpful to have a UFIT Help Desk video to assist students in understanding the minimal requirements of their equipment.
  - Speedtest.ufl.edu helps determine if one's internet is sufficiently, functionally fast enough, and it was discussed if there should be a test or 'checkbox list' for a student to assess if his/her computer is sufficient (such as enough RAM's etc.)
  - iPhone use in addition to (or instead of) laptop use appears to be increasing in the classroom.
  - Mark McCallister screen-shared some initial recommendations and changes:

Current policy text:

Access to and on-going use of a computer is required for all students. The University of Florida expects each student entering a UF Online program, to acquire computer hardware and software appropriate to his or her degree program. Competency in the basic use of a computer is required. Course work will require use of a computer and a broadband connection to the internet, academic advising and registration can be done by computer, official university correspondence is often sent via e-mail and other services are provided that require access through the internet.

While the university offers limited access to computer software through its virtual computer lab and software licensing office, most students will be expected to purchase or lease a computer. The cost of meeting this requirement may be included in financial aid considerations.

Suggested update, added text in yellow, deleted text in red/crosshatch:

Access to and on-going use of a computer is required for all University of Florida students. It is [recommended; strongly recommended; or {You are expected/required}] to choose a laptop computer with an integrated camera, microphone, and speaker, to facilitate online engagement and course participation. The University of Florida expects all students each student entering a UF Online program to acquire computer hardware and software appropriate to his or her their degree program. Competency in the basic use of a computer is required. Course work will require use of a computer and a broadband connection to the internet, academic advising and registration can be done by computer, official university correspondence is often sent via e-mail and other services are provided that require access through the internet.

While the university offers limited access to computer software through its virtual computer lab and software licensing office, most students will be expected to purchase or lease a computer. The cost of meeting this requirement may be included in financial aid considerations.

- Changes which were made during the pandemic shut-down were provided, as well as the rationale for such recommendations. Meeting student needs when they were no longer physically on campus was a primary planning consideration. UFIT is also attempting to accurately establish a baseline so faculty know what to expect.
- The committee discussed student technology costs and challenges associated with economic inequity. The cost of attendance at UF, which is provided to incoming students, includes tuition, room and board, and computer/cellphone/internet costs. The FASFA-computation identifying what a student is expected to pay and what is left as an expense balance were discussed. Technology costs included in this calculation is accurate in the most recent UFIT estimation. College and unit requirements may be made in addition to the minimum UF computer/equipment requirements.
- Technology proficiencies and computational demands, as well as local computing applications were discussed, including that the current generation of students are very familiar with cloud-based computing. Are the requirements being discussed already obsolete, given that they emphasize local based computing and interfacing? More are migrating toward cloud-based applications, but it is expected that local computing application demands will persist. The committee discussed faculty time constraints in assisting students in app support versus in learning course content.
- The committee discussed the posting of vendor information on UFIT web pages and this link was shared: https://www.bkstr.com/floridastore/shop/electronics/computers-tablets/desktops-laptops.

5. **Election of 2021 - 2022 University Information Technology Committee Chair**
   - Ray Issa was elected.

6. **Adjournment**
   - The meeting adjourned at 10:29 a.m.