

**University Information Technology Committee**  
**Minutes**  
**Monday, 9-30-19**  
**303 Rinker**  
**9:30 a.m.**

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

**Present:** Juan Nino, Rafael Munoz-Carpena, William Alex Fox-Alvarez, Herbert Lowe, Ryan Yang, Cesar Sanchez, Elias Eldayrie, Raymond Issa, Laurie Bialosky, Marshall Haning, Amber Sky Emanuel, Bojan Lazarevic, Eric Porges, Megan Leroy, Charley Widmer, PJ Brucat, Randell Doty, and Mark McCallister.

- 1. Call to order & Introductions** – Ray Issa, Chair, University Information Technology Committee  
-The meeting was called to order at 9:30 a.m. by Chair Issa.
- 2. Approval of April 29, 2019 Minutes**  
-The minutes were approved.
- 3. Administrative Liaison Report** – Mark McCallister, Director of Academic Technology  
-To maintain consistency for users, IT strives to minimize vendor and licensing changes while being mindful of budget considerations. Please bring any issues related to software licensing to Mark's attention.  
-[UF Infomatics Institute](#) resources were discussed.
- 4. Caution Message on UF Emails**  
-In July, an email requesting committee feedback on IT's piloting of an email banner was forwarded. The proposed banner would be added to all messages from external email systems via a notification at the top of a university email. This would provide an extra layer of awareness to email recipients to please be vigilant when opening emails and attachments that originate from outside the university. The pilot has now been rolled out. Committee feedback was shared, including that the mobile device view could be expanded to four lines instead of two lines, so that the first three lines of an email are viewable and then the embedded banner could appear.
- 5. Teams/Slack**

-The Teams environment is used currently. The use of Slack was discussed, including that it is used informally, in large groups, and that it is Microsoft's foray into collaboration devices. It is not approved for restricted data but can be used for sensitive data.

-An inquiry was made about how Slack correlates to the Sunshine Law. The Sunshine Law covers all university content, regardless of the channel utilized.

-IT will review Slack and will need to connect with providers so IT can ensure this tool is not being used for restricted data and falls within the proper security parameters.

## **6. Focus for this year.**

-The issue of the retention of data in the Canvas environment was raised.

Should quiz logs be kept after six months or is there a need to keep all data for a longer period? Nationally, other groups have included this in their discussion channels and similar issues/discussions have occurred amongst UF's university peers. Customer service representatives meet weekly with IT to converse about such issues. Inquiries can be addressed to Ryan Yang, Teaching and Learning Technology Associate Director, [ryan.yang@ufl.edu](mailto:ryan.yang@ufl.edu).

-The committee will continue to brainstorm regarding analytics and address the ability to do programmatic analysis.

The committee can focus on identifying problems and establishing priorities to help solve analytics issues and have more meaningful faculty and student conversations.

-Physical security and the possibility of establishing a variance in the UF alert system during active shooter response scenarios was discussed. The committee is interested in hearing from new hiree, Joseph Souza, Director of Security and Technology, who was briefly introduced to Faculty Senate in March during a presentation by UF Police Department Chief Linda J. Stump-Kurnick. The committee suggests Mr. Souza present at Faculty Senate to address classroom safety technology and hardware designs, and access control to buildings.

## **7. Other Business**

-An inquiry was made about students not having the ability to continue to use their UF email access following graduation. Access is essential to students submitting graduate school applications, working as research or teaching assistants, interns, etc. The use of a top ten university-affiliated .ufl.edu email address by graduates and alumni increases the appearance of legitimacy and professionalism on behalf of these individuals.

-The Office of General Counsel has advised that, as a general 'best practice', it is best to discontinue email use once a student graduates. Because email is the most common way in which hackers infiltrate university systems, in addition to IT support costs and logistics, security and potential legal costs and support are

also major considerations.

-Currently, access to is eliminated 30 days after graduation. Standard practices vary among our university peers.

-If specifically requested, faculty are currently allowed to have email access for life.

-UF utilizes a number of firewalls and delivers only about 62 percent of all email received.

-A motion to request that the university extend email addresses for life for all alumni and have it communicated and disseminated to the UF community at large passed unanimously.

-As of today, no compromised accounts have materialized from dual authentication account users.

-A suggestion was made to add the topic of 'export control communications' to a future meeting agenda.

## **8. Adjournment**

-The meeting was adjourned at 10:27 a.m.