



Ad Hoc Faculty Senate IT Committee Meeting

26 May 2023

10:30 AM, 1008B Center for Computation and Technology

Minutes of the Meeting

I. Call to Order: Singh called meeting to order at 10:30 am

II. Roll Call

Present: Param Singh (Chair), Gerry Knapp, Juana Moreno, Larry Smolinsky, Craig Woolley (Ex-officio), Sumit Jain (Ex-officio), Scott Baldrige (special advisor)

Absent: Ken Lopata, Fanny Ramirez, Sam Robison

III. Public Comments: None

IV. Ad Hoc FS IT Meeting Minutes Approval from 25 May 2023: After minor amendments, Smolinsky moved to pass the minutes. Knapp seconded. Passed unanimously.

V. Chair's Updates: None

VI. Unfinished Business

Knapp moved to suspend the rules of order to move item 2 in the Old Business to item 1. Smolinsky seconded. Passed unanimously.

- Discussion on IT Policy PS-124
 - Knapp moved that in PS-124 one should add statement about disposal of data as per data classification. Smolinsky seconded. Passed unanimously. In PS-124, B3 added to read "LSUAM shall define processes and procedures for disposal of data, as per data classification."
 - Sensitive information was changed to private and/or confidential data throughout the document in PS-124 ST3.
 - Singh mentioned that various statements repeat between PS-124-ST2 (Data Handling) and PS-124-ST3 (Data Storage), and whether it is possible to merge these standards. Jain replied that there were initial discussions on this, but growing distinctions between Data Handling and Data Storage such as for cloud based applications require them to be in different standards.
 - Referring to PS-124-ST3 A7 Baldrige expressed concerns that it will be impossible to comply with any policy which states that private and confidential data cannot be stored on a personal computer. Gave examples of graduate students. Jain noted that

“strictly prohibited” in PS-124-ST3 A7 has been changed to “should be avoided.” Baldrige mentioned that even in such a case compliance will be difficult. Jain mentioned that if it cannot be avoided appropriate steps should be taken to secure the data. Details for such a case are in PS-132-ST5.

- Moreno expressed concerns on compliance with these policies given the lack of university owned devices. Knapp moved that Faculty Senate should discuss with upper administration on providing university owned devices to all employees, including student employees, to help improve compliance with IT policies. Moreno seconded. Smolinsky mentioned that the cost of providing these assets will be passed on by the upper administration to various departments. Woolley mentioned that he believes there should be central funds for this purpose. Motion passed unanimously.
- Knapp raised the issue of Master Access Plan and Baldrige asked for an example to be stated. Jain replied that in the main frame a document exists which gives related information. PS-124-ST3 A6 changed to include “developed by Data Governance subcommittee” was added after Master Access Plan (MAP).
- Smolinsky led a lengthy discussion on “processes and procedures to develop” which are prominent in all policies and standards. Jain mentioned that some of these processes and procedures are available in GROK. Moreno mentioned that any processes and procedures which affect the customers should be vetted by this committee. Woolley stated that it is in the best interests of ITS and is 100% supportive that processes and procedures which are customer facing receive feedback of this committee and ITGC sub-committees before implementation. Mentioned commitment to making faculty life easier on IT matters. Baldrige requested if a list of such processes and procedures can be referred to in PS120. The committee requested Jain to provide a list of such processes and procedures next week and to come up with a brief statement mentioning this in a policy document.
- PS-124-ST3 A4 changed to “Any University owned personal computing device (laptops, desktops, smartphones, tablets, etc.) that is utilized to access, store, and/or process private and/or confidential data must utilize encryption-at-rest technology. Please refer PS-126 and associated standard for information related to encryption.”
- PS-124-ST3 A5 changed to “Any server/application/platform that is utilized to access, store, and/or process private and/or confidential data must have appropriate encryption technology to encrypt the data at-rest and in-motion (i.e., data transfer). Please refer PS-126 and associated standard for information related to encryption.”
- PS-124-ST3 A7 changed to “Storage of private and/or confidential data on a user’s personal asset should be avoided.”
- Singh requested if PS-124-ST3 B1 can be refined to avoid a potential double talk.
- In PS-124-ST3 B1 revised to include examples for local critical systems “(e.g., department/unit local file storage server, important operational/research systems, etc.)” and platforms “(e.g., virtual server infrastructure, storage solutions, etc.)” were added.
- PS-124-ST3 B3 updated to add reference to PS-133-ST-5 for Backup Management.
- In PS-124-ST4 a definition for personal information was added – “Personal Information – An individual’s first and last name with any one or more of other identifiable data elements including, but not limited to, Driver License, Social Security Number, Date of Birth, Credit and/or Debit Card number (with any

- required security code, access code, or password), Bank account information, Passport Number, and Biometric data.”
- Singh asked if the goal of PS-124-ST4 is to centralize data collection and how it will impact individual departments and units to collect data for research and educational purposes. Jain mentioned that nothing currently in practice will change. If the departments/units collect data then a request to remove personal information can be made either to privacy@lsu.edu or to the department/unit or the PI who collected the data. Jain and Moreno discussed consent statements and Formstack.
 - Knapp, Baldrige asked Jain to what extent the employee data falls under personal information.
 - PS-124-ST4 points 6,7,8 combined to
 - “LSUAM must establish University level processes and procedures to:
 - a. Provide access to Users to the personal information collected from them.
 - b. Allow users to review, update, and correct any personal information collected and stored.
 - c. Allow users to remove collected personal information, where applicable.”
 - Baldrige, Knapp and Moreno requested if above statements can be revised to include responsibilities of the PIs and departments/units in this process.
- Discussion on IT Policy PS-121
 - Singh led a lengthy discussion PS-121-ST1 E2. Expressed concerns that it forbids usage of personal cell phones to communicate via call, text, chat etc. with faculty, staff, students on LSUAM. Read a statement from a LSUAM faculty stating “With regards to the more general ITS planning, I literally cannot do my job if I cannot use my cell phone for work. I operate an international collaboration that combines information from more than a dozen satellites, and it does this as the data arrives. I have to be on call 24/7, especially while LIGO is on, to be able to respond and do analysis as needed. Additionally, this requires installation of software from various resources. These are all from trusted academics who are generally vetted by their space agencies, but it can often include information that restricts access to who can view the software or data. I cannot have my machines monitored by anybody who does not meet this criteria, which will include LSU IT officials.”
 - Knapp suggested adding a statement on risks of not using LSU provided and/or approved communication services for university business.
 - Moreno raised the issue of visitors coming for even 6 months not getting access to various LSU IT applications. Jain mentioned constraints with licensing issues.

The meeting was adjourned at 12:32 pm.