1.) Turn on recording and announce disclaimer

2.) Call meeting to order – **Phil**

    a. Ask who will take minutes – Sandy Johnson

    b. Introduce -Sara Luly – new member in Arts and Science

3.) Approve agenda (additions) – **Phil**

    a. Allow the Concur presentation – Memory Buffington

        i. Leading travel and expense management software

        ii. Reduces cybersecurity and compliance risk, integrates with existing financial ERP system, full electronic submission and approval, faster reimbursement, mobile friendly, reduce admin burden – https://concur.k-state.edu

        iii. Take photos and submit photo receipts,

        iv. Travel request, travel, submit expense report, approval

        v. Currently testing, Pilot Go Live in Jan-Feb 2024, University roll out Feb 2024, training and optimization Feb- June 2024

        vi. Will have on demand training in addition to in person

        vii. Decline in current BPC card service so changing to US Bank as a provider (new cards in Feb); can be one-time use cards and ghost cards that allow you to buy say airfare ahead of time. Anthony Travel will have on-sight support for booking travel in Union, full-service provider.

        viii. This system will replace eTrieve, Concur should be much more robust product.

        ix. Carolyn J, shared Concur was hard to use when you didn't use it often, need precise instructions to help people, Memory stated embedded delegates should be set up to help infrequent travelers

    b. All the K-State ID presentation -

        i. Robert Howard, ID center manager from the Union –Wildcat OneCard

        ii. Trying to find a way to make things easier across the University, lots of systems using cards for various reasons – meal cards, gym, library....some people have multiple cards.

iii. One card with multiple tech, Vet Med and BRI will use their own, KSRE, Salina and Olatha will use same card as campus. New card, larger picture, larger font, has proximity technology (tap) - DuoProx or iClass – Has wires and chips in the card, goal is to make it go mobile in the end, this is a needed middle step to going mobile.

iv. What is the process for getting new cards? - Department can purchase and swap cards as a group ($7) or buy on your own $25/card if you really want it now; half of current students have new cards.

4.) Approve minutes – **Phil**

    a. Minutes from November 7, 2023, **Attachment # 1, Page #5 –** No comments, so accepted.

        i. Add Records and Information Management Committee Report (we don't have yet)

5.) Committee Reports:

    a. Office 365 Governance Group – **Michael**

        i. Discussion about Microsoft reducing storage allocations – more to come on this in the spring; haven't heard the amount yet, but will significantly impact how we use OneDrive, could be we have to buy space, includes email space. Engage with Daniele with University Archivist for help.

    b. Project Governance Group – **Phil**

        i. No Report, Refer to dashboard: https://www.k-state.edu/it/projects/active-requests/

    c. Record and Retention Committee – **Carolyn Jackson**, K-State Libraries, Associate Professor, Hale Library, FSCOT Member

        i. No Report, meeting this week

    d. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer

        i. Please fill out survey on what academic tools you use in classroom and ask others to do so – see K-state today

6.) Old Business (Business from Previous Meetings)

    a. Canvas Course Access by Non-Designed Instructors – **Michael**

        i. Questions from a committee member and responses from **Scott Finkeldei**, General University, Liaison for Chief Information Officer (in red)

1. There is a record that the instructor can view for student activity that occurs in Canvas, however there is no way to know if a non-student with administrative rights has accessed course information. I seem to recall hearing something about grade information being automatically pulled for student retention and advising purposes, but I'd like some clarification on that.

   a. We have logs and can audit the activity of any user in any role but it is correct that instructors at the course level cannot see any info about access or activity in their courses by administrative roles or in many cases others in the Teacher role in their courses.

   b. Course assessment data from Office of Assessment coordinated assignments is gathered by that office and the EAB Navigate advising system looks at student assessment data in Canvas for some predictive analytics. We can get representees from each of these areas to talk about what and why they gather what they do.

2. Also, am I remembering correctly that the information put into Canvas is not viewed as "owned" by the instructor but is instead "owned" by KSU? So if the Dean's office wants to access content, it is okay to do so without instructor knowledge or consent?

   a. I am not the authority on this, the Provost office should be consulted for clarity on this but student data and management of that data is owned by the Registrar, and the academic units own some aspects of the course delivery and management and there are roles assigned to college staff and registrar staff to access Canvas course data.

   b. We are going to reach out to the Provost's Office and will have a report at a later meeting

3. The particular concern that was raised with me was that course content was copied from one instructor's course and moved into another instructor's course without permission or knowledge of the original instructor/content creator.

   a. Anyone with a Teacher role in a course can do this with the course info and as mentioned, college staff, usually associate deans, have this ability and deans' authorization is what is needed to access past courses for things like supporting a new instructor or getting past data for an official university reason. There is a required training for the college dean's staff getting the registrar approved Canvas access to interact with all courses in their college. I provide that training and we start by mentioning the professional courtesy and transparency and the need to inform the instructors of the courses what is happening.

4. This is mostly a matter of professional courtesy and transparency, thus the question about some sort of tracking or reporting feature that notifies the instructor about behind the scenes activities. One concern raised is that anonymous actions like these invite potential abuse of the system.

Thoughts on this? Can we discuss it in a future meeting?

Discussion - University handbooks talks about who owns content, is it content or courseware, committee (ad hoc from Faculty senate? handbook review group) is trying to address this issue with current technology and tracking copyright. Carolyn describes this as "big bag of worms", no simple answer – wording in the handbook comes from Reagents. Original intent was to allow for situations where a faculty member left, not subversive type reasons.

7.) New Business

   a. Concur Travel and Expense Management – **Michael**, **Memory Buffington**, Assistant Vice President for University and Shared Services Accounting

      i. https://www.k-state.edu/today/announcement/?id=93352

      ii. https://concur.k-state.edu/

   b. New ID Card – **Michael**, **Robert Howard**, Manager, ID Center, K-State Union

8.) Other Items – **Group**

   a. Involvement of CTO – **Phil**

      i. Faculty senate committee so CTO can't chair, what role can he play? Have him come and provide information when he can, routinely or otherwise as a **guest.** Michael and Phil will visit with him and test the water.

9.) Future Meetings and Agenda – **Phil**

10.) Adjourn meeting—**Phil**

Attendance:

- Aaron Stroot, General University (23-26)

- Abbey Nutsch, Agriculture (23-25)

- Bill Genereux, Technology & Aviation K-State Polytechnic (22-24)

- Carolyn Jackson, K-State Libraries (23-26)

- Chris Blevins, Veterinary Medicine (22-24)

- Don Crawford, Architecture, Planning, and Design (20-25)

- Kevin Wanklyn, Engineering (21-24)

- Lance Philgreen, Student Representative (23-24)

- Lisa Rubin, Education (21-25)

- Mary (Bowen) Sullivan, Term Appointment (22-25)

- Michael Raine, Business Administration (07-24) Co-Chair

- Sara Luly, Arts and Sciences (23-25)

- Phil Vardiman, Health and Human Sciences (21-24) Co-Chair

- Sandy Johnson, Extension (22-25)

- Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer

Non-voting Attendees:

- Regina Crowell, Liaison for University Support Staff

Guests:

- Gregory Flax, Director of Service Desk Operations

- Thomas Burton, CTO

- Memory Buffington, Assistant Vice President for University and Shared Services Accounting

- Robert Howard, Manager, ID Center, K-State Union

Attachment # 1 Meeting Minutes of November 7, 2023:

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FSCOT Agenda
November 7, 2023, 3:30 pm
BB-3042
Zoom Connection: https://ksu.zoom.us/j/7855322637
Phone Connection: +1 669 900 6833 or +1 646 876 9923

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1. Turn on recording and announce disclaimer
2. Call meeting to order – **Phil**
   a. **Phil** will take minutes
3. Approve agenda (additions) – **Phil**
4. Approve minutes – **Phil**
   a. Minutes from October 17, 2023, **Attachment # 1, Page #4**
5. Committee Reports:
   a. Office 365 Governance Group – **Michael**
      i. No Report
   b. Project Governance Group – **Phil**
      i. No Report, Refer to dashboard: https://www.k-state.edu/it/projects/active-requests/
   c. Record and Retention Committee – **Carolyn Jackson**, K-State Libraries, Associate Professor, K-State Libraries, FSCOT Member
      i. Information management committee meeting met.
         1. Concern about policy in email retention schedule policy
         2. Electronic record systems
         3. See Committee report from Carolyn in File
         4. More evaluations 7 more evaluations for records
   d. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer
      i. Worked on what the survey about what faculty are using in classrooms
      ii. Plan and survey is being reviewed by president/ provost and deciding what the message is to the faculty
      iii. Gathering sentiment information from Faculty
      iv. Ad-Hoc committee Teaching facilities working group
         1. Charged with envisioning a future state of learning spaces
         2. 3 active building Bluemont, Eisenhower,
         3. Tanya Gonzalez- co-chair
      v. Ad-Hoc disability and accommodations working group
         1. Clarify disability and accommodations
         2. Processes for access for resources for teaching and ensuring learning environment for the students
6. Old Business (Business from Previous Meetings)
   a. Report on discussion about FSCOT's role in IT policy creation, review, and approval – **Michael, Phil,** and **Scott.**
7. New Business
   a. eResources with K-State Libraries – **Carolyn Jackson**, K-State Libraries, Associate Professor, K-State Libraries, FSCOT Member, **Mellissa Polston**, Course Reserves Coordinator, K-State Libraries.
      i. Textbook affordability
         1. Open access and ereserves for students

2. E reserves
3. Canvas LTI
4. Permit or prohibit Canvas LTI
5. Course information tab for library resource tab – currently tab says "reading list"
6. Course reserves/ textbooks
   a. Information is protected
7. Deployment in August 2024
8. Communication
   a. Academic roadshow
   b. Marketing it to professors, departments, colleges and University
9. FSCOT motion to support this LTI proposal
   a. Motion Kevin
   b. Motion 2ⁿᵈ Carolyn
b. Introduce Thomas Bunton, CTO – **Michael**
   i. General Introductions of the committee
   ii. General introduction including background
   iii. Goals and expectations
   iv. Experience and philosophy with shared governance
   v. How can FSCOT help

8. Other Items – **Group**
   a. **Orientation**
      i. **Comprehensive system to explain how and what it means to be a Senator**
         1. **Define what your role is as a senator and caucus member.**
         2. **Revisiting "how to be a good senator at KSU"**

9. Future Meetings and Agenda – **Phil**
   a. Jeff Sheldon- Innovation laboratory
   b. Phones and impact to Kansas State
   c. AI
   d. Policy

10. Adjourn meeting—**Phil**

Attendance (Highlighted in Yellow):
- Aaron Stroot, General University (23-26)
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- Thomas Bunton, CTO
- Ethan Erickson, Vice President for Administration and Finance
- Mellissa Polston, Course Reserves Coordinator, K-State Libraries.
- Raymond Deiser, Systems Librarian, Hale Library
- Stephanie Kiersey, Department Head of Library User Services, Hale Library