

**FSCOT Agenda**  
**October 6, 2020 4:00 PM**

**Zoom Connection: <https://ksu.zoom.us/j/7855322637>**  
**Phone Connection: +1 669 900 6833 or +1 646 876 9923**

- 1.) Turn on recording
- 2.) Call meeting to order – **Brett**
- 3.) Introduce Guests – **Michael**
- 4.) Approve agenda – **Brett**
- 5.) Approve minutes – **Brett**
- 6.) Reports: -- **Michael**
  - a. Office 365 Governance Group
  - b. Project Governance Group
  - c. Extended IT Group
- 7.) Old Business (Business from Previous Meetings)
  - a.
- 8.) New Business
  - a. Zoom Cloud Retention Recommendation -- **Scott Finkeldei**, Director of Academic and Student Technology, Information Technology Services and FSCOT Liaison for Chief Information Officer
    - i. Effective Monday, November 2, 2021, K-State will institute a 180-day retention policy for Zoom cloud recordings. Recordings older than 180 days will be moved to Zoom Trash automatically starting November 1 and going forward, all Zoom cloud recordings will be deleted from Zoom cloud storage 180 days from the date of creation. Please note that these recordings will be moved to the Zoom Trash folder and will be available for 30 days for recovery before permanent deletion.
    - ii. If recordings stored in the Zoom Cloud need to be kept beyond 180 days, they should be downloaded from Zoom and stored in a different location such as OneDrive, Mediasite, or your own local storage device. Local Zoom recordings created by using the 'Record on this computer' option are stored locally on your computer and are exempt from the 180-day retention policy.
  - b. Office 365 email feature: External email warning message/banner – **Charles Appelseth**, Information Technology Coordinator, Division of Information Technology
    - i. See Attachment #1

- c. Mediasite Canvas Integration problems -- **Scott Finkeldei**, Director of Academic and Student Technology, Information Technology Services and FSCOT Liaison for Chief Information Officer
  - d. Software License Percurrent Process – **Colby Moorberg**, Assistant Professor, Department of Agronomy and FSCOT member
    - i. Brett, Michael, and Scott have planned for representatives from Division Information Technology to come to a future meeting to discuss percurrent processes
  - e. Discuss future meeting date and time to discuss academic technology – **Brett**
    - i. See summary in Attachment #2
    - ii. Note: Dr. Katie Linder, Executive Director, K-State Global Campus, and Dr. Brian Niehoff, Associate Provost for Institutional Effectiveness, are both very interested in participating in this discuss but Dr. Niehoff cannot meet during our regular meeting times.
  - f. Discuss changing future FSCOT meeting date and times – **Aryan Tayal**, Student Representative
  - g. Introduce student wellness project by SGA – **Aryan Tayal**, Student Representative
    - i. The project encourages wellness by helping students learn to manage stress in healthy ways and increase their sense of belonging. These resources would be on a webpage for easy access with visuals and videos that relay that information.
- 9.) Other Items – Group
- 10.) Adjourn meeting—Brett

**Attendance:**

- Aryan Tayal, Student Representative
- Be Stoney, Education (18-22)
- Bill Zhang, Engineering (20-23)
- Bob Larson, Veterinary Medicine (18-21)
- Brett DePaola, Arts and Sciences (17-22) Co-Chair
- Colby Moorberg, Agriculture (20-22)
- Don Crawford, Architecture, Planning, and Design (20-22)
- Ignacio Ciampitti, Extension (20-22)
- Jason Maseberg-Tomlinson, General University (20-23)
- Lisa Shappee, Technology & Aviation K-State Polytechnic (15-21)
- Martin Seay, Health and Human Sciences (20-21)
- Michael Raine, Business Administration (07-21) Co-Chair
- Ryan Otto, K-State Libraries (17-23)

**Non-voting Attendees:**

- Gary Pratt, CIO
- Mary Oborny, Liaison for University Support Staff
- Scott Finkeldei, Liaison for Chief Information Officer

## Attachments:

# 1) Office 365 email feature: External email warning message/banner

### What is it?

Office 365 email feature: External email warning message/banner

### Why would you use it?

This feature is to help prevent people falling for a spoofed email message. Email spoofing is when an email message is designed to look like a legitimate email message from your organization but is, in fact, coming from a source outside of your organization. An example of this we have seen at K-State were the various gift card scams where it appeared that a high position person was reaching out to their staff to get gift cards purchased. The intent was the victim of the email would purchase the cards and reply with the card codes allowing the scammer to use the money that had been placed on the cards.

### What would happen?

If a person received an email message that did not come from another K-State email account a warning banner would display at the top of the email to notify the recipient that the message is not from someone at K-State. The text for the banner can be determined by K-State and the banner is relatively unobtrusive (It does not take up a lot of space on the screen).

### Limitation

This would only work for email not coming from a K-State address. If a K-State account was compromised and used to send out a scam email the warning banner would not show on that particular email message since it originated from a K-State account.

### Assumptions/Concerns

- The disclaimer banner will confuse some people.
- We would need to add exclusions for groups sending on the behalf of K-State and any campus email coming from addresses other than @ksu.edu.
- The disclaimer banner would receive criticism.
- The disclaimer could clash with html formatted email messages.
- People that forward their K-State email to another email account would be subject to having the banner appear on their email if they reply from the non K-State account.

## # 2) Academic Technology Tool Vetting Process – Scott Finkeldei

K-State wants and needs to adopt a more coherent pedagogical strategy and provide best practices and consistency, as well as standards, for students and faculty around all types of academic tools and services. To do that we must define what tools we support, what outcomes they address and how they can be utilized. K-State is already headed in that direction with efforts from Global Campus, FSCOT, TLC and Office of the CIO.

With the rapidly evolving teaching needs, the proliferation of small focused apps to use at the course level as well as bigger platforms like Microsoft Teams, textbook/assessment platforms like McGrawHill Connect or engagement tools like Top Hat, it is in the best interest of K-State to resolve this middle ground state we find ourselves in.

I propose that the above named groups work together to define a vetting process that leverages existing IT/Purchasing technology acquisition processes and College and depts academic freedom-based culture, defines input, feedback and communication channels and then charges a more focused, representative working group to manage that process ongoing.

We can pilot our vetting process around one or two existing tools already in use on campus and with many of the issues already raised. Like a search committee, we can have 5-7 screening criteria questions that are must include, like accessibility or data security requirements, that filter the effort to start and then a matrix that includes our key assessment criteria like cost to students, effort to implement/support, ease of use, best practices it addresses, % of population it serves, etc. to score and make final determinations. I have examples from other institutions that we can use to inform us as well.

The combination of Faculty Senate for advocacy and feedback loop, TLC and Global Campus as the drivers of best practice, standardized needs and value to the University as well as communication and feedback, and IT as service providers to all parties to help execute the vision will fit with existing strategic plans and provide a solid path for an on-going process.