

FSCOT Agenda
February 15, 2022

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

- 1.) Turn on recording and announce disclaimer
- 2.) Call meeting to order – **Michael**
 - a. **Justin Thomason** to take minutes
- 3.) Approve agenda (additions) – **Michael**
- 4.) Approve minutes – **Michael**
 - a. No minutes from 12/07/21 yet
- 5.) Committee Reports:
 - a. Extended IT Leadership Group –**Michael**
 - i. No Report
 - b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member
 - i. Question about if this group will continue to meet and function
 - c. Office 365 Governance Group – **Michael**
 - d. Project Governance Group – **Brett**
 - i. No report
 - e. Record and Retention Committee – **Ryan Otto**, Associate Professor, Hale Library, FSCOT Member
 - f. University Network Infrastructure Refresh Project – **Michael**
 - i. No report
- 6.) Old Business (Business from Previous Meetings)
 - a. Mediasite Retention Policy – **Brandon Utech**, Instructional Media Administrator, Division of Information Technology
 - i. **Brandon** and Scott brought to the November 2, 2021 meeting a proposal to help manage the Mediasite storage which might include a plan for purging unused (unwatched) videos and set a retention schedule
 - ii. They agreed to report back to FSCOT developments and are here today to do so

iii. Additional information from **Brandon**:

We do not have a formal planning document for this communication. Gary indicated he would like the first communication to occur "soon," but he also desires to have a communication sent toward the end of each academic semester.

There is retention guidance that advises to keep course content 5 fiscal years beyond its last use (except for cloud-based recordings, which guidance says has a lifetime of only 180 days). This guidance probably needs to be revisited since it was likely created before the video boom and the accompanying practical implications of trying to keep so many instructor-created audiovisual resources that long. Even if an instructor intends to keep those videos five years beyond last use, we would really prefer they not use Mediasite's hot storage to maintain that archive as it is an inefficient use of university resources. Archives are better kept in lower-cost storage environments – OneDrive, local storage etc. We would strongly prefer Mediasite's storage be reserved for content in active use.

We have a separate initiative under development to address the storage of inactive content in Mediasite in an automated fashion, but that is separate and apart from what we are talking about tomorrow, which is simply a semiannual communication to Mediasite content owners that provides them the information they need to make informed decisions about their content.

iv. Attachment # 1 (Page 5): See proposed correspondence template

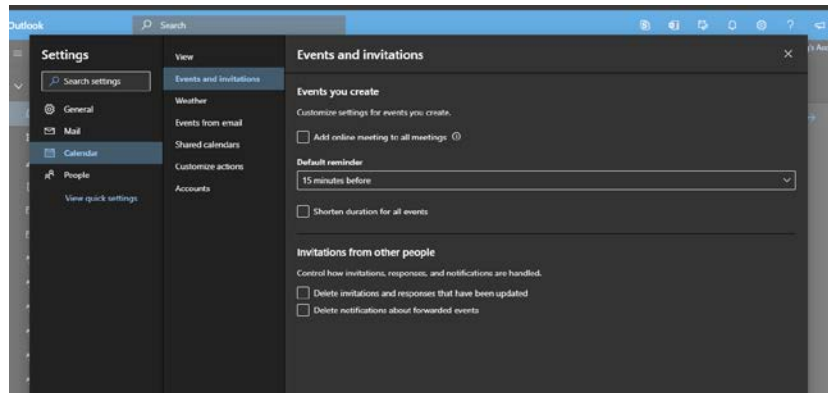
v. Action:

1. Provide feedback and general approval

7.) New Business

- a. Next year's FSCOT Leadership – **Michael**
- b. Duo for Students – **Lisa Rubin**, Associate Professor, Education
 - i. Do students already use Duo for two factor authentications? If not, when will that happen?
 1. At this point there is no timeline for implementing Duo for students – **Michael**
 2. How can FSCOT help? – **Michael**
- c. Calendar Invites – **Lisa Rubin**, Associate Professor, Education, **Michael**
 - i. When I send a calendar invite with my zoom link, it is now automatically populating a Teams meeting link so everyone is getting confused. Is there a way to remove that or are we being encouraged to switch from using Zoom to Teams for video meetings?

1. From **Rob Wirtz**, Associate Director, Division of IT: Might try changing the setting in OWA where it says "Add online meeting to all meetings". I've noticed mine is defaulting to SKYPE which is very annoying



- 8.) Other Items – **Group**
- 9.) Future Meetings and Agenda – **Michael**
 - a. March 1 – In-person tour of the Sunderland Foundation Innovation Lab in Hale Library
 - b. April 5 -- Discussion about K-State Campus Store initiatives with Union Director staff and K-State Campus Store staff
- 10.) Adjourn meeting — **Michael**

Attendance:

- Brett DePaola, Arts and Sciences (17-22) Co-Chair
- Colby Moorberg, Agriculture (20-22)
- Don Crawford, Architecture, Planning, and Design (20-22)
- Jason Maseberg-Tomlinson, General University (20-23)
 - Jim Bach, General University alternate (20-23)
- Jennifer Wilson, Extension (21-22) – Excused
- Justin Thomason, Veterinary Medicine (21-24)
- Katherine Jones, Technology & Aviation K-State Polytechnic (21-24)
- Kevin Wanklyn, Engineering (21-23)
- Lisa Rubin, Education (21-22)
- Mary Bowen, Term Appointment (Spring 22)
- Michael Raine, Business Administration (07-22) Co-Chair
- Nathan Vontz, Student Representative (21-22)
- Phil Vardiman, Health and Human Sciences (21-24)
- Ryan Otto, K-State Libraries (17-23)

Non-voting Attendees:

- Gary Pratt, CIO
- Debbie Webb, Liaison for University Support Staff
- Scott Finkeldei, Liaison for Chief Information Officer

Guests:

- Brandon Utech, Instructional Media Administrator, Division of Information Technology

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Attachments # 1:

Hello [name],

At the direction of the [Faculty Senate Committee on Technology \(FSCOT\)](#), and following the approved Archives and Records Management [retention schedules](#), the Division of Information Technology needs you to review your content on Mediasite and remove any videos you no longer intend to use.

Our records indicate you own [presentations] Mediasite presentations representing [storage] of stored content.

To help guide your decisions about what should stay and what can go, please find attached as an Excel spreadsheet a storage report for content you own across the entire Mediasite platform, including Mediasite presentations you may be using in Canvas. Any presentations highlighted in yellow have not been viewed since [notwatchedsince], and any presentations highlighted in red have not been viewed at all. Each presentation listed in the storage report spreadsheet contains a direct link to the presentation summary in [MyMediasite](#) where you can easily review and delete.

As you evaluate your Mediasite presentations, you should remove:

- Lecture videos no longer being used
- Videos with obsolete or outdated content
- Duplicate videos, temporary copies, test or practice recordings, etc.
- Defunct/non-working presentations
- Videos that no longer serve a useful purpose

For each presentation, choose to:

- Keep it – The video is being actively used
- [Delete it](#) – The video is no longer needed
- [Archive it](#) – The video is not actively used, but may still be valuable to retain

To learn more about [archiving](#) and/or [deleting](#) unneeded content, or to request administrative assistance with [large archival](#) or [bulk deletion](#) tasks, please visit the [K-State Mediasite website](#).

There are legal and financial implications for which the university is responsible concerning the management of K-State's user created content, and it is critical that you, as the owner, review and delete unnecessary content. Thank you for your valuable assistance to ensure the efficient use of K-State's resources.

Scott Finkeldei, Director of Academic and Student Technology Services
Division of Information Technology
Kansas State University
<https://www.k-state.edu/mediasite>

The Kansas State University Division of Information Technology will never ask for a password via email. If you receive an email asking for your password, delete it immediately.