

FSCOT Agenda
April 5, 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 – **Brett**
- 3.) Introductions – **Brett**
 - a. Guests and members
- 4.) Approve agenda (additions) – **Brett**
- 5.) Approve minutes – **Brett**
 - a. Minutes from February 15, 2022 – Attachment # 1 (Page 5)
 - b. Minutes from March 1, 2022 – Attachment # 2 (Page 12)
- 6.) Committee Reports:
 - a. Extended IT Leadership Group – **Brett & Michael**
 - i. No Report / No Meetings
 - b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member
 - c. Office 365 Governance Group – **Michael**
 - i. No Report
 - d. Project Governance Group – **Michael**
 - i. Committee continues to revise and improve project management and approval processes
 - ii. Several projects approved
 - e. Record and Retention Committee – **Ryan Otto**, Associate Professor, Hale Library, FSCOT Member
 - f. University Network Infrastructure Refresh Project – **Michael**
 - i. No Report / No Meetings
- 7.) Old Business (Business from Previous Meetings)
 - a. FSCOT leadership – **Brett**

- i. Replace Brett
 - b. TopHat Resolution update and next action – **Brett**
 - 8.) New Business
 - a. Faculty Senate invites **Gary Pratt**, CIO, to present a short State of IT report on October 11, 2022, during National Cybersecurity Awareness Month
 - b. Follett Discover – **Michael & Scott Finkeldei**, Liaison for Chief Information Officer, Division of IT
 - i. Discussion around the proposal from Follett to implement Follett Discover at K-State and how it would interface with current enterprise systems
 - ii. Guests:
 - 1. **Corey Williamson**, Director, K-State Student Union
 - 2. **Chad Vanbuskirk**, Manager, K-State Campus Store at the Union
 - 3. **Jen Shore**, Follett
 - 4. **Kelley Brundage**, University Registrar
 - 5. **Ethan Erickson**, Interim VP & COO/CFO, K-State
 - iii. See email Attachment – Presentation from Follett (PDF file)
 - iv. Action: Make recommendation to IT and PGC
- 9.) Other Items – **Group**
- 10.) Future Meetings and Agenda – Brett
 - a. May 3, 2022
 - i. Cybersecurity/Audit/Insurance – **Michael & Chad Currier**, Division of IT, Chief Operations Officer, Deputy CIO for Enterprise Technology, Chief Information Security Officer
 - ii. TopHat Resolution update and next action – **Brett** and **Ryan Otto**, K-State Libraries, FSCOT Member
- 11.) Adjourn meeting—**Brett**

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)
- 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:

- Corey Williamson, Director, K-State Student Union
- Chad Vanbuskirk, Manager, K-State Campus Store at the Union
- Jen Shore, Follett

- Kelley Brundage, University Registrar
- Ethan Erickson, Interim VP & COO/CFO, K-State
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**FSCOT Minutes
February 15, 2022**

Zoom Connection: <https://ksu.zoom.us/j/7855322637>

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1. Turn on recording and announce disclaimer
2. Call meeting to order – **Michael**
 - a. **Katherine Jones** to take minutes
3. Approve agenda (additions) – **Michael**
 - a. No changes to the agenda needed.
4. Approve minutes – **Michael**
 - a. No minutes from 12/07/21, yet; they will be available next meeting for approval.
5. (Added to agenda) New member introduction for Mary Bowen, representing the term appointment caucus to Faculty Senate. Michael will add her to the Teams channel. Mary introduced herself--she has been with K-State since 2005 with the masters of agribusiness online program; she does communications and marketing for that program and the agriculture economics department.
6. Committee Reports:
 - a. Extended IT Leadership Group –**Michael**
 - i. No Report from Extended IT.
 - b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member
 - i. No report from the IT Policy Review Team.
 - ii. Michael asked what the future of this group is—Scott is willing to take the question to IT leadership or Michael can. Don replied that this committee has not met since the former chair, Dr. Rebecca Gould's, retirement last spring. This committee may be going forward in some manner but not the same as it has been. Scott added that short staffing, a lot of requests and initiatives that are being juggled, and the loss of Rebecca from the committee has caused this impact. Scott will look into this more with IT leadership and report back next time.
 - iii. Michael added that FSCOT has a history of shared governance of helping to decide, improve, and vet policy. He hopes that FSCOT can continue to be a part of that process whatever the plan is. Scott stated that Gary feels strongly about FSCOT and other non-IT roles in those policy shaping conversations, so he believes that will continue to be the case.
 - c. Office 365 Governance Group – **Michael**
 - i. No report from the Office 365 Governance report.
 - ii. There is continued discussion about the fact that this platform has a lot of different functions that are toggled on and off by Microsoft and by the university—there is discussion because there are some items that are toggled on by Microsoft that the university cannot support. There is talk about how to provide better governance of that.
 - d. Project Governance Group – **Brett**
 - i. No report; Brett was absent.
 - e. Record and Retention Committee – **Ryan Otto**, Associate Professor, Hale Library, FSCOT Member

- i. Discussion was on next steps for the coming year, what would the committee like to tackle. Upcoming: Retention schedule planning for the physician's assistance program, library environment control readings, honors program records, honor and integrity systems, faculty senate records. Electronic record keeping plans that the group will be looking at are Slate, Maxient, Controlled Unclassified Information, and Hipple [?]. More to report in the future.
 - f. University Network Infrastructure Refresh Project – **Michael**
 - i. No report from the University Network Infrastructure Refresh Project.
 - ii. This group is looking at outside wireless network access points, continue to bogged down with supply line issues. Michael thinks they got some switches in that were unplanned. They continue to work on that and revise that. A more formal report will be made on this in the future. Long term they are looking at upgrading cabling, switches, better wireless in buildings, dial tone devices and phones. There's a lot of movement on that that is hinged upon one time and continuing funding.
- 7. Old Business (Business from Previous Meetings)
 - a. Mediasite Retention Policy – **Brandon Utech**, Instructional Media Administrator, Division of Information Technology
 - i. Mediasite storage plans—re-addressing from the November 2021 meeting. (How to develop a purging plan for unused videos, etc.) Brandon presented a twice-annual communication that would go out to Mediasite content owners that presents a detailed content storage report and identifies some things they might want to think about deleting. The actual retention and action of removing on others' behalf Mediasite content of items pieces are still under discussion—there is planning being developed to purchase a subscription tool that would allow for some of that grooming at an enterprise scale. That costs money, so it will come down to funding. A lot of the retention pieces are being driven by retention and archives policy versus storage restrictions; more detail about that will come later.
 - ii. (note from agenda) 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.

- iii. Attachment # 1 (Page 5): See proposed correspondence template; **Brandon** reviewed the highlights of this template in the meeting. This e-mail will go out “soon” and then another e-mail toward the end of the semester and then another toward the end of future semesters. This email provides actionable information as to what has or hasn’t been recently watched. Each e-mail will come with a spreadsheet of content with highlighted rows of unwatched or underused items.
- iv. **Brandon** and **Scott** requested that the FSCOT team provide feedback and general approval of the e-mail either in the meeting or in later communications. **Scott** framed the question: How can this letter be changed to make the message more actionable and clearer to instructors? **Scott** clarified that these standards are related to the policies held by the university. The goal of this effort is to encourage people that they want to manage their own content and it is in their best interest to make these ‘keep it, delete it, archive it’ decisions.
- v. **Michael** invited questions/comments. **Kevin** asked a question: Is there going to be an easier way to delete content eventually? It is difficult to delete batches of content. **Brandon’s** response: That’s complicated, there are two forms of storage. The “My Mediasite” folder leads to a list of self-curated files with checkboxes where you can do a bulk deletion. Conversely, for content that’s stored in shared folders (about half of what is stored in Mediasite), there is no analog/user accessible report for that. **Scott** and **Brandon** indicated they are working with Mediasite to include shared content in the user reports and make it possible for a user to go through on their own and delete a batch of shared content without involving an administrator. (See: attachment #1 template--A ServiceNow form is available to request assistance with the process.)
- vi. **Michael** suggested having a set time/day where IT could meet with faculty and conduct some hands-on training on deleting Mediasite content. Since the pandemic, it might be better to do something virtually. **Michael** pointed out that in the past there’s been roadshows where IT travelled to different departments and helped faculty out and perhaps this would be a useful model for this as well. **Brandon**: There is a recorded tutorial that specifically addresses archiving in Mediasite; it probably needs to be revised. Regarding roadshows, **Scott** and **Brandon** have discussed reviving those. **Michael** and **Brandon** agreed that scheduling time to focus on this topic might be a good idea.
- vii. The schedule for dropping this e-mail was discussed with the potential of reporting on it March 8th at the next Faculty Senate Executive meeting.

8. New Business

a. Next year’s FSCOT Leadership – **Michael**

- i. **Brett** is stepping down from the position of co-chair. Philosophically, the leadership of FSCOT should include at the minimum a faculty member to make sure that topics are relevant to faculty. At times when there has been a co-chair, they can be from staff/IT. This replacement must be done by the end of the semester. Some new people may be added by then also. Co-chairs attend Faculty Senate Leadership—a meeting a week--and Faculty Senate Exec—once a month. You get to meet with the President and Provost. Once a semester, there’s an all-leadership meeting that includes USS and SGA. It’s really rewarding. If you’re interested reach out to **Brett** or **Michael** for more information.

b. Duo for Students – **Lisa Rubin**, Associate Professor, Education

- i. **Lisa’s question**: Do students already use Duo for two factor authentications? If not, when will that happen? Why are students not using this?

1. At this point there is no timeline for implementing Duo for students – **Michael**

- a. **Michael:** There are a lot of reasons. One is that the cost is prohibitive. Division of IT continues to look at ways to fund that or perhaps an alternative way to manage two-factor authentication for students. Second, there are faculty on campus who don't allow portable devices in their classrooms, which would make it more difficult for the students to access resources. That would be a cultural change that would have to be discussed.
- b. **Scott:** Two and half years ago the intent was to go in with students and faculty at once. Ultimately it was decided to do staff and faculty first. The economics even 2.5 years ago were problematic; it's about \$70/user. Adding students adds to the cost. The second issue is related to implementation. Duo is tied to our single sign on service which impacts users day to day. Student use causes a different impact. The three examples Scott presented are: 1. There are classes that do not allow devices, 2. Gloved up labs where your arms are deep in guts and you're doing data entry simultaneously for research and every 10 minutes you have to reauthenticate, 3. Restricted spaces where you have a device that can interact with certain resources but there's no other internet there to connect with in a secure research environment. Understanding how to mitigate those is the biggest issue. Research is being done about how bigger schools are doing this—what they do is they ask the students in advance to use a Duo feature to print off 10 one-time code to key in and gain access; this would likely create problems. These are the obstacles. They invite conversation if people have input or opinions.
- c. **Michael** added that where FSCOT can help with this is in the cultural change of encouraging students to use the authentication properly.

c. Calendar Invites – **Lisa Rubin**, Associate Professor, Education, **Michael**

i. **Lisa's question:** 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



2. **Scott:** This is a common problem and we're trying to send out this same information. Microsoft implanted it and didn't explain how to turn it off. IT is exploring how to turn it off globally. The only reason information hasn't gone out about how individuals can toggle it off is that it might impact some other features that IT doesn't know about yet. Once it is turned off, it should stay off.

3. **Michael:** The 365 group talked about disconnect Skype completely but they think there are a few entities on campus that are still using it. They are researching—is that really the case and what would happen if we

disassociated with Skype. Michael shared some background on the progression from Skype to Teams.

4. Scott: There are groups like the ESL program that works with incoming students where they use Skype because it works better internationally and is more widely adopted than Teams. So that's an example of one of the reasons why it still gets some use.

9. Other Items – **Group**

10. Lisa: Is there an update on how many people didn't finish the cybersecurity training on time?

Michael: Brett reported on that at the last faculty senate meeting. From memory, there were around 1k (about 10% of the whole) people who got blocked, and off those around 300-400 of them were immediately released upon taking the training. There are now around 600 people still blocked but we're trying to understand who those folks are—they may be former students, former student employees, former employees. What IT found that working with the HRIS database was difficult so they are still trying to understand all of that information and who those people are that are blocked. They will continue to be blocked until they take the test. There were few glitches like a student employee being off boarded as an employee but they were still getting messages. Scott added that IT are exploring some after action items to improve the process. Michael: Division of IT is going to continue to evaluate to improve on the process next time. If you have questions/concerns, you can reach out any time to Michael or Brett and they can pass those messages on or speak to Scott directly.

Michael added that any questions/concerns from committee members can be sent via the listserv or to Michael and Brett individually.

11. Future Meetings and Agenda – **Michael**

- a. March 1 – In-person tour of the Sunderland Foundation Innovation Lab in Hale Library
 - i. Sunderland Foundation Innovation Lab are trying to get the word out and get faculty input about how the space could be used. This in person tour will be scheduled next time during the usual meeting time. Enter via entrance on first floor on the south-facing side, the Sunflower entrance.
- b. April 5 -- Discussion about K-State Campus Store initiatives with Union Director staff and K-State Campus Store staff
 - i. The campus store has some ideas about collecting textbook information and where to post it. Scott: There are three pieces to that 1. How the federally required information is managed and placed in KSIS, 2. The biggest issue—the individual faculty members and the reporting process that they use to make that information available to the university, the bookstore, KSIS, etc., 3. Student access to those pieces of course content and textbooks and how that gets integrated into our systems to make it useable to people and how to make those three work processes happen.
- c. (added to agenda) Michael: TopHat discussion will be scheduled later. Ryan, Brett, and Michael will meet and discuss the document before the next meeting.

12. Adjourn meeting — **Michael**

Page Break **Attendance** (X for attendance):

- Brett DePaola, Arts and Sciences (17-22) Co-Chair
- X Colby Moorberg, Agriculture (20-22)
- X Don Crawford, Architecture, Planning, and Design (20-22)
- Jason Maseberg-Tomlinson, General University (20-23)
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- X Ryan Otto, K-State Libraries (17-23)

Non-voting Attendees:

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

Guests:

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

Page Break

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.

Attachment # 2: Minutes from March 1, 2022 FSCOT meeting, Michael Raine recording

FSCOT Agenda
March 1, 2022, 3:30 pm

- 1.) In-person tour of the Sunderland Foundation Innovation Lab in Hale Library
- 2.) **Attendance not taken**