

FSCOT Agenda
September 6, 2022 – 3:30 pm

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 – **Phil**
- 3.) Introductions of committee members – **Phil**
- 4.) Approve agenda (additions) – **Phil**
 - a. **Phil** will take minutes – Explain Minutes procedure for future
- 5.) Approve minutes – **Phil**
 - a. Minutes from May 5, 2022 – Attachment # 1 (Page 4)
- 6.) Committee Reports:
 - a. Extended IT Leadership Group – **Phil & Michael**
 - i. Committee not meeting in the future
 - b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member
 - c. Office 365 Governance Group – **Michael**
 - i. Proposal to open Teams for better collaboration with outside of K-State Team users
 - d. Project Governance Group – **Phil**
 - e. Record and Retention Committee – **Ryan Otto**, Associate Professor, Hale Library, FSCOT Member
 - f. University Network Infrastructure Refresh Project – **Michael**
- 7.) Old Business (Business from Previous Meetings)
 - a. Presidential Committee on Academic Technology Tools – Attachment # 2 (Page 8) – **Michael & Scott**
 - i. Action: Nominate 2 names for representation to the committee from FSCOT
- 8.) New Business
 - a. Student Enrollment in Duo two-factor authentication – **Michael**

- i. Students may opt-in during the fall 2022 semester and are required in the spring 2023 semester
 - ii. Duo is not required for Canvas to reduce problems with testing etc...
 - iii. Dongles are available to students who do not have compatible smart phones
 - b. Should FSCOT meetings be in-person or Zoom – **Phil**
 - c. Catfiles (Y Drive) Migration to OneDrive – Attachment #3 (Page 9) – **Michael**
 - d. E-Waste Disposal – **Nicholas Wallace & Michael**
 - i. How do departments dispose of their E-Waste
 - ii. Service Desk can securely wipe and dispose of hard drives and other electronic media
 - 1. Can drop off the drives at the second floor of Hale Library at the Service Desk. They will be stored in a locked cage before and after being wiped. Then E-Waste will be scheduled to pickup the drives.
 - iii. Complete form:
 - https://support.ksu.edu/TDCClient/30/Portal/Requests/TicketRequests/NewForm?ID=xq-UfbOvhBw_&RequestorType=ServiceOffering
 - e. Office 365 Plugin Mendeley – Attachment #4 (Page 10) **Colby Moorberg & Michael**
 - i. See the attachment for concerns from **Colby** and **Ryan** on the deployment of an Office 365 plugin Mendeley
 - ii. Microsoft provides many plugins and they are exposed to K-State users in several ways. Some are just turned on by Microsoft and K-State has no, or little, choice in their deployment. Some plugins have to be turned on by K-State admins and just show up. Some plugins are not turned on until users request it.
 - iii. Mendeley, is a plugin that was turned on by the K-State Office 365 admin. There were many requests for the plugin and instead of turning it on individually, they simply activated it.
 - iv. There are ongoing discussions on governance surrounding plugins, but the bottom line remains that manual processes takes someone’s time to do.
- 9.) Other Items – **Group**
- 10.) Future Meetings and Agenda – **Michael**
- a. Recording of Authentication Events – geoIP Location during logins
 - b. Lansweeper collection of Office 365 Data
- 11.) Adjourn meeting—**Phil**

Attendance:

- Bill Genereux, Technology & Aviation K-State Polytechnic (22-24)
- Chris Blevins, Veterinary Medicine (22-24)
- Colby Moorberg, Agriculture (20-25)
- Don Crawford, Architecture, Planning, and Design (20-25)
- Kevin Wanklyn, Engineering (21-24)
- Lisa Rubin, Education (21-25)
 - Lydia Yang, Education Alternative (Fall 2022)
- Lisa Rubin, Education (21-22)
- Mary Bowen, Term Appointment (22-25)
- Michael Raine, Business Administration (07-24) Co-Chair
- Nicholas Wallace, Arts and Sciences (22-25)
- Phil Vardiman, Health and Human Sciences (21-24) Co-Chair
- Ryan Otto, K-State Libraries (17-23)
- Sandy Johnson, Extension (22-25)
- Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer
 - Elliot Young, General University Alternative
- Zach Rankin, Student Representative (22-23)

Non-voting Attendees:

- Gary Pratt, CIO
- TBD, Liaison for University Support Staff

Guests:

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Attachment # 1: Minutes from May 3, 2022

FSCOT Meeting Minutes May 3, 2022, 3:30 pm

The meeting began at 3:32 PM.

1. Michael turned on the recording and announced the disclaimer.
2. Brett called the meeting to order. Lisa Rubin, Education (21-22) took minutes.
3. We approved the agenda and made no additions.

4. Brett introduced Zach Rankin, our Student Representative (22-23) who directs technology for Student Governing Association. Our guest today was Chad Currier, Deputy CIO and Chief Information Security Officer.

5. We approved the minutes from the April 4th and April 19th meetings.

6. Committee Reports
 - a. Extended IT Leadership Group – **Brett & Michael**
 - i. There was no report from this meeting.
 - b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member
 - i. There was no report from this meeting.
 - c. Office 365 Governance Group – **Michael**
 - i. There was no report from this meeting.
 - d. Project Governance Group – **Brett**
 - i. There was no report from this meeting.
 - e. Record and Retention Committee – **Ryan Otto**, Associate Professor, Hale Library, FSCOT Member
 - i. There was no report from this meeting. The committee meets next week.
 - f. University Network Infrastructure Refresh Project – **Michael**
 - i. Chad shared that wireless infrastructure has improved in certain buildings. There have been replacements of access points and rewiring. They are completing redundant fiber. They are focused on replacing all end of life equipment on campus to increase speed of wireless internet. Gary shared that there is potential for additional funds to finish this project. He offered to give an update on IT investment from the state budget if there was time at the end of this meeting.

7. Old Business (Business from Previous Meetings)
 - a. TopHat Resolution update and next action – **Brett and Ryan Otto**, K-State Libraries, FSCOT Member
 - i. This resolution initially began in SGA then went to Faculty Senate then to FSCOT. A resolution initially was drafted, and incorporated additional suggestions from committee members. This was sent out right before today's meeting. Brett explained that once this receives approval from FSCOT, the resolution would be presented by Michael and Brett to the Faculty Senate. It is not required for the entire Faculty Senate to vote on. We will have time to review this as a committee and complete a poll in Teams next week.

- ii. Ryan brought up the language of “better pedagogy” and suggested we strike “better” from the document in this document. The attendees agreed on this edit.
 - iii. Kevin asked about the formatting of a resolution and the content after “whereas.” Brett shared that this includes both positive and negative aspects of TopHat before the resolution is presented.
 - b. Follett follow up – **Michael**
 - i. Michael shared this topic with Faculty Senate leadership and asked Faculty Affairs to get involved. The technical part of this implementation is probably okay, and will be worked through the Project Governance Committee to make sure they are in compliance. The actual use of the technology will be turned over for discussion to Faculty Affairs.
 - ii. Gary met with the Kelly Brundage, Thomas Lane, and Ethan Erickson. Because data passes through the technology, this requires the Project Governance Committee to be involved. There was some confusion between the Salina campus and Manhattan campus with Follett, as the Salina campus had discussions with Barnes and Noble. Follett has an institutional contract, so decisions made impact all of the campuses. He suggested that 90% of this is not a technology issue so it makes sense that this would go to a different committee for discussion.
 - iii. Brett, Michael, and Scott are meeting with Corey from the Union and Chad from Follett next week and wrap up FSCOT’s involvement with this.
- 8. New Business
 - a. Cybersecurity/Audit/Insurance – **Michael & Chad Currier**, Division of IT, Chief Operations Officer, Deputy CIO for Enterprise Technology, Chief Information Security Officer
 - i. Each year the state audits us which requires some compliance for us to take care of the audit. We are required to buy cybersecurity insurance.
 - ii. Chad shared that higher education lags behind most other industries when it comes to cybersecurity. Compliance is not the best strategy because it is chasing the latest issue. Rather, KSU IT is focused on protections and being proactive. Student data and research data are subject to a list of 110 Controlled Unclassified Information (CUI) requirements from the National Institute of Technology Standards (NIST) called NIST 800-171. KSU has a Task Force led by Elliot Young on student data to develop a plan of action. There is a new endpoint protection system that alerts IT and allows IT to respond to a threat (e.g., at the network level or isolate on an individual machine).
 - iii. Chad reviewed Gallagher’s cyber liability insurance market conditions. Our current policy is twice the cost as it was last year with half of the coverage. Many grants require KSU to have cybersecurity insurance. IT is taking steps to improve cyber hygiene. We will use Palo Alto for annual penetration tests as one of the concerns we need to address for insurance. The other is multifactor authentication (e.g., have DUO for students). IT is working through the challenges of this working with students. There can be some systems excluded from multifactor authentication (e.g., testing center, certain classrooms). Chad shared that for students without smart phones, IT will find a way to provide tokens free of charge to students, which requires some funding to pay for the licensing. Zach mentioned that student employees already use DUO.
 - iv. We are unsure if we will be in a position to get insured next year or we may have to partner with KU or other institutions. KBOR is behind on initiatives for this. KSU is subsidizing much of the rest of the state with its success in cybersecurity posture. Chad has been asked to run some of these initiatives at the state level. Chad discussed phishing simulations, which started amongst IT staff. He said a few people have

expressed concern that this might embarrass our users, but he disagreed because these are accompanied with a brief training which reduces their “success.” Insurance companies will require it next year and it is not intended to trick people, but rather educate us.

- v. Chad let us know the training modules required for cybersecurity awareness training are set by the state. Some of them are dated, but these are mandated by the state so there is little KSU IT can do.
- vi. Colby brought up a concern with forwarding a potential phishing email to abuse@k-state.edu and getting too many follow-up emails. He recommends acknowledging the email and only receiving a follow-up if it is not a phishing attempt. Gary and Chad encourage people to report it so they can block it and pull the email out of the inboxes that received a phishing email. Chad will send an update to K-State Today about this process with action steps depending on the situation so faculty and staff are aware of communication from reporting to abuse@k-state.edu.
- vii. Colby suggested we develop a brief fact sheet to share with our caucuses and students about trainings, DUO, etc.
- viii. Chad mentioned that our software licensing agreements are increasing significantly including Zoom and Qualtrics.

9. **Other Items – Group**

a. Gary shared with us updates on budgeting. He created budgets based on three scenarios. The state is not requiring a freeze on tuition but provided money still below what KBOR needed to stay flat from last year’s budget. There are \$20 million appropriated via a KBOR request for IT and cybersecurity preventative maintenance to update institutions statewide. The Chair of KBOR suggested KSU IT run a Security Operations Center (SOC) for all KBOR institutions, but Gary did not think that was a good idea. KSU IT anticipates receiving around 30% to 35% of the funding (\$6 to \$7 million). Right now KSU’s identity management system is homegrown and we need to update the system. This could also help IT finish the infrastructure on buildings on the Manhattan campus. The Data Center needs to be enhanced with power and cooling. KSU needs to consolidate the 15 proximity ID card types to one system on all campuses. We need to refresh firewalls and other network equipment which are near end of life.

10. **Future Meetings and Agenda – Brett**

a. We agreed to cancel May 17th's meeting as no one had anything specific for the agenda.

11. Brett adjourned the meeting at 5:05 PM.

Attendance (X indicates present at meeting)

- X Brett DePaola, Arts and Sciences (17-22) Co-Chair
- X Colby Moorberg, Agriculture (20-22)
- X Don Crawford, Architecture, Planning, and Design (20-22)
- X Jason Maseberg-Tomlinson, General University (20-23)
 - Jim Bach, General University alternate (20-23)
 - Jennifer Wilson, Extension (21-22)
- X Justin Thomason, Veterinary Medicine (21-24)
- X Katherine Jones, Technology & Aviation K-State Polytechnic (21-24)
- X Kevin Wanklyn, Engineering (21-23)
- X Lisa Rubin, Education (21-22)
- X Mary Bowen, Term Appointment (Spring 22)

X Michael Raine, Business Administration (07-22) Co-Chair
Nicholas Wallace, Arts and Sciences
X Phil Vardiman, Health and Human Sciences (21-24)
X Ryan Otto, K-State Libraries (17-23)
X Zach Rankin, Student Representative (22-23)

Non-voting Attendees:

X Gary Pratt, CIO
Vacant, Liaison for University Support Staff
Scott Finkeldei, Liaison for Chief Information Officer

Guests:

X Chad Currier, Deputy CIO & Chief Information Security Officer

Attachment # 2:

UNIVERSITY COMMITTEE DATA SHEET

NAME: **Presidential Committee on Academic Technology Tools** **NUMBER: 8035**

OVERVIEW AND SCOPE: The university does not have a coherent pedagogical strategy or clearly identified best practices and standards as it relates to academic technology tools supporting teaching and learning. In addition, the university needs to do a better job in communicating what we have and how it can be used. Students are faced with a changing array of tools used in their individual classes, with varying costs. With the rapidly evolving teaching needs combined with the proliferation of academic technology tools, K-State needs to adopt and communicate strategies, best practices, and standards in this area to better support both students and faculty. A university presidential advisory committee focused on the use of academic technology tools to cost-effectively support innovative learning and teaching methods will serve a key role in identifying and implementing best practices and standards to better support the evolving pedagogical methods for today's learners.

CHARGE: The Advisory Committee will recommend a vision for the use of academic technology tools across the university, identify best practices and standards for the use of such tools, and recommend and implement a process for determining and communicating the tools recommended for use by K-State faculty, staff, and students that will be supported by the Division of Information Technology. In the first year, the committee should complete a survey of academic technology tools currently in use for teaching across the university; identify where we have gaps in meeting pedagogical, student, and faculty needs as well as unnecessary duplication; and make recommendations on next steps to 1) better support faculty, allowing them to teach content rather than "teaching the tool", 2) improve cost effectiveness and technology support, and 3) improve the student educational experience both pedagogically and by helping to control their classroom costs.

MEMBERS, TERMS OF OFFICE, CO-CHAIRS: Such an advisory committee requires both pedagogical and technological expertise. The Faculty Associate Director of the Teaching and Learning Center and Director of Academic and Student Technology will serve as co-chairs, providing continuity as membership changes. Other committee members will serve staggered 2-year rotating terms, with half of the committee serving a three-year term in the initial set up of the committee.

Membership:

- 1 representative from Faculty Affairs
- 1 representative from Faculty Senate Committee on Technology (FSCOT)
- 2 "at large" faculty members, nominated by Faculty Senate
- 3 student members nominated by the Student Governing Association
- 1 student member nominated by the Graduate Student Council
- 1 representative from the Student Access Center
- 1 representative from Libraries, named by dean
- 1 representative from Global Campus, named by dean
- 1 representative from K-State Salina, named by CEO and Dean
- 1 representative from K-State Olathe, named by CDO and Dean
- 2 associate or assistant deans from the academic colleges or schools, named by the Provost

Co-Chairs: Faculty Associate Director of the Teaching and Learning Center and Director for Academic and Student Technology

REPORTS TO: Provost and Executive Vice President and Vice President for Information Technology

Attachment # 3:

Personal CatFiles/Y: Drive to be retired this fall

Posted on [August 29, 2022](#) by [Christine Doucette](#)

CatFiles, or the Y: Drive, is the central file server at K-State. Catfiles is a network storage location used by faculty and staff for storing K-State work-related files.

K-State is actively reducing our reliance on CatFiles. However, faculty and staff need to review their files stored on the Y: Drive, determine if the information is still required or relevant, and **move those files to OneDrive during September. If you no longer need the files stored on the Y: Drive, simply delete those files and do not move them to OneDrive.**

After you move your files to OneDrive, you need to **delete your files from the Y: Drive**. Deleting your files off of the Y: Drive will help to ensure that you do not have duplicate copies of your files and that edits to your files are not made in two separate places. Once you have moved your files to OneDrive, you may need to update shortcuts or links associated with those files.

Do you need help moving your files? For step-by-step instructions, [view the Moving files from CatFiles \(Y: Drive\) to OneDrive knowledge base article](#).

After September, the Division of Information Technology will begin to transfer your files from the Y: Drive to OneDrive, and you will no longer have access to the Y: Drive.

If you have files or data shared with your department on your Y: drive, contact your IT staff or the Service Desk for help getting those files moved to SharePoint instead. **You do not want your department's shared files stored under an individual user's account.**

Why are you being asked to move your files to OneDrive?

Files saved on the Y: Drive are stored in K-State's onsite data center. If you worked at K-State during the Hale Library fire in 2018, you will remember that you could not immediately access your Y: Drive files. The information was not lost, but it did take a while to retrieve. OneDrive is cloud-based, so files can easily be accessed if another emergency situation occurs.

What are the benefits of OneDrive?

The most significant benefit of OneDrive is a secure private cloud-based folder to store everything you need, which you can access from any device. You can establish sharing and editing rights at either folder or document level, meaning you can start collaborating with colleagues inside or outside K-State. Other benefits include:

- Unlimited file access, anytime
- Platform organization for files
- Securely store files and information
- Supports multimedia
- Integrated with other Office 365 tools

Need help? Contact your department's system administrator or the IT Service Desk at 800-865-6143 or 785-532-7722 or via [Live Chat](#). For face-to-face service, visit the IT Service Desk on the second floor of Hale Library.

Posted in [--To K-State Today](#), [Cloud First](#), [Data management](#), [Office 365](#) Tagged [CatFiles](#)

Attachment # 4:**Subject:** FSCOT Mendeley Cite Built In for MS Word by Admins

Hello Michael,

I have a topic that I think might be worth discussing at our next FSCOT meeting. I recently got a new desktop computer for my office, and thus had the newest MS Office Suite added. I noticed today that my version of Word had the plug in for Mendeley "added by your admin", as word said. I actually have some ethical complaints about Mendeley, now that it is owned by Elsevier. I can elaborate at our meeting. However, long story short, I don't think it is right for KSU to be adding in that plug in into Word be default. Can we discuss this at our next meeting, please?

In case you're wondering what my ethical complaint is, the Mendeley desktop app suggests papers for scientists to read based on papers they've cited before. It just so happens that these suggested papers by and large happen to be from Elsevier journals. If people become more likely to read a paper suggested to them, they may be more likely to cite those papers. It seems like a severe conflict of interest that Elsevier is allowed to amplify articles in their journals using Mendeley, thus increasing the number of times those articles are cited, and thus increasing the impact factor of those journals. We should most certainly not be building in Mendeley Cite add into MS Word university wide. In addition, there are competing open-source applications, such as Zotero, which is free and managed by a nonprofit based out of John Hopkins University. There is no ethical dilemma there, so if we want to build in an Add on for citation management, it should be that.

I've copied Ryan Otto on this in case he has something to contribute from a librarian's standpoint.

Subject: Re: FSCOT Mendeley Cite Built In for MS Word by Admins

Hi Colby,

Thanks so much for including me on this. Michael, I feel Colby is making an excellent point. It would be good to know if the Mendeley MS Office plugin could be removed from future desktop/laptop images. I'm not saying it's not a useful tool, but there's a reasonable chance that it may bias researchers toward Elsevier articles. My feeling is that the plugin should be opt-in rather than opt-out. Leave the plugin off images and allow faculty and staff to install it on their own if they want it. I think it might also be good to know if the plugin would be present even on the Microsoft 365 version of Word. My guess would be no, but I could be wrong.

To briefly touch on Zotero, the Libraries unofficially recommends/supports Zotero. It's K-State's unofficial citation manager right now. Colby brings up a good point here as well. Zotero could be left off as well but it makes more sense being installed by default than Mendeley.