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**FSCOT Agenda**
**October 4, 2022 – 3:30 pm**

**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. **Bill Genereux** will take minutes – Explain minutes procedure for future

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

4.) Approve minutes – **Phil**

   a. Minutes from September 6, 2022 – **Attachment # 1 (Page 4)**

5.) Committee Reports:

   a. Extended IT Leadership Group – **Phil & Michael**

      i. No Report

   b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member

      i. No Report

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

      i. See Old Business – Mendeley Plug-in

   d. Project Governance Group – **Phil**

      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. Office 365 Plugin Mendeley – **Michael**

      i. Removing the plug-in from the default deployment

      ii. Giving the approximately 15 users who asked for it explicit permission

        iii.  Scheduling time in future meetings to further discuss governance and how to vet future options

           1.  Maybe only Microsoft products

7.)   New Business

     a.  Recording of authentication events – geoIP location during logins – **Michael**

        i.  IP Address – Database

        ii.  If the login locations seem impractable, the user will be notified by email

     b.  Someday may turn on GPS (share location) – User Prompted

8.)   Other Items – **Group**

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

10.)  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 # 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:**


**Sent:** Friday, May 20, 2022 9:19 AM
**To:** Michael Raine <maraine@ksu.edu>
**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 -- on this in case he has something to contribute from a librarian's standpoint.

Thanks,

**Sent:** Monday, May 23, 2022 4:33 PM
**Subject:** Re: FSCOT Mendeley Cite Built In for MS Word by Admins


Thanks so much for including me on this. Michael, I feel -- 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. --- 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.