

FSCOT Minutes
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

- 21.) Turn on recording and announce disclaimer
- 22.) Call meeting to order – **Phil**
- 23.) Introductions of committee members – **Phil**
- 24.) Approve agenda (additions) – **Phil**
 - a. **Phil** will take minutes – Explain Minutes procedure for future
 - i. *Future minute takers determined by the alphabetical list of members attached*
- 25.) Approve minutes – **Phil**
 - a. Minutes from May 5, 2022 – Attachment # 1 (Page 4)
 - i. *Approved with no changes or additions*
- 26.) Committee Reports:
 - a. Extended IT Leadership Group – **Phil & Michael**
 - i. Committee not meeting in the future
 - *Will not be meeting in the near future no report*
 - b. IT Policy Review Team – **Don Crawford**, Information Technology Manager, Architecture, Planning & Design, FSCOT Member
 - *Don not in attendance and let the committee know that he didn't have a report*
 - c. Office 365 Governance Group – **Michael**
 - i. Proposal to open Teams for better collaboration with outside of K-State Team users
 - *Open ability to add people from other universities or organization to K-State channels*

- *Certain groups (other Regent Universities) could be automatically included and others could be included as needed i.e. Corporate Advisory Boards Military*

d. Project Governance Group – **Phil**

i. **This committee is made up of IT Professionals, financial personnel**

1. *No Report at this time*

e. Record and Retention Committee – **Ryan Otto**, Associate Professor, Hale Library, FSCOT Member

- *Committee charge- record retention schedule and electronic record processes*

i. *Two meetings June and August*

1. *June- SLATE new enrollment*

2. *Environmental readings*

3. *Email usage*

4. *Host servers*

5. *Each Caucus should start coming up with a retention policy as we gather more data online*

6. *Maxient presidential research office*

7. *Honors and integrity*

8. *Office of Research and Compliance*

f. University Network Infrastructure Refresh Project – **Michael**

i. *No report committee hasn't met yet.*

1. *The purpose of the Committee is to help the university have the data and voice network/infrastructure to keep up and stay ahead of new technology needs moving forward*

27.) 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*

1. *Committee is made up of students of several groups*

2. *Committee would hear academic technology concerns/ needs and make consensus decisions that would be considered fiscally responsible decisions to support students*
 3. *investment in ar/vr*
 4. *Help make decisions and charge small groups to do research on certain topics.*
 5. *FSCOT representative would be a liaison between FSCOT and this committee*
 6. *Information would flow in both directions*
 7. *What is this committee's output*
 - a. *This committee would report directly to the President and Provost*
 - b. *Provide Recommendations to the CIO, The President and Provost*
 - c. *Would provide recommendations to other leadership committees so that they can act on them*
 8. *2-year rotating term*
- ii. *Kevin Wanklyn and Colby Moorberg are the two FSCOT members for this committee*

28.) 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**
 - i. *Committee will continue to meet remotely with the possibility of one meeting a semester in person.*
- c. Catfiles (Y Drive) Migration to OneDrive – Attachment #3 (Page 9) – **Michael**
 - i. Provided overview based upon attachment
- 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/TDClient/30/Portal/Requests/TicketRequests/NewForm?ID=xq-UfbOvhBw &RequestorType=ServiceOffering>

Contact the service desk for wiping of the hard drive to permanently destroy

- e. **Office 365 Plugin Mendeley – Attachment #4 (Page 10) Colby Moorberg & Michael**
 - i. *Office 365 is a very complex software system and sometimes plugins are already defaulted to being turned on*
 - ii. *There is no additional process to turning on plug-ins*
 - iii. *Mendeley is now owned by elsevier*
 - 1. *Ethical concern with Mendeley is default enabled for office 365*
 - 2. *Should this be continued moving forward as a citation manager*
 - 3. *This conversation demonstrates the need for the president’s committee*
 - iv. *See the attachment for concerns from Colby and Ryan on the deployment of an Office 365 plugin Mendeley*
 - v. *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.*
 - vi. *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.*
 - vii. *There are ongoing discussions on governance surrounding plugins, but the bottom line remains that manual processes takes someone’s time to do.*
 - viii. *General consensus is that the Mandely plugin should be removed from default deployment in K-State’s Office 365*
 - ix. *A possible replacement is Zotero which is open-source and promoted by K-State libraries*
 - x. *Michael is to take this recommendation to the O365 Governance Group*

xi. Scott will take this recommendation to IT Leadership

29.) Other Items – **Group**

- a. No additional items

30.) Future Meetings and Agenda – **Michael**

- a. Next meeting is September 20, 2022
- b. Recording of Authentication Events – geoIP Location during logins
- c. Lansweeper collection of Office 365 Data

31.) Adjourn meeting—**Phil**

Attendance:

Highlighted in yellow not in 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) Leave Early
- 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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