

FSCOT Agenda
February 6, 2024, 3:30 pm
BB-3042

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**
 - a. **Name**, will take minutes
- 3.) Approve agenda (additions) – **Phil**
- 4.) Approve minutes – **Phil**
 - a. Minutes from December 5, 2023, **Attachment # 1, Page # 4**
- 5.) Committee Reports:
 - a. Record and Retention Committee – **Carolyn Jackson**, K-State Libraries, Associate Professor, Hale Library, FSCOT Member
 - i.
 - b. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer
 - i.
- 6.) Old Business (Business from Previous Meetings)
 - a. Library E-Reserves – Road Show – **Phil, Mellissa Polston**, Course Reserves Coordinator, K-State Library User Services
- 7.) New Business
 - a. Cyber Security Incident – **Michael, Thomas Bunton**, Chief Technology Officer
 - b. Generative AI in Employment Policy – **Phil, Ryan Leimkuehler**, University Archivist, **Attachment # 2, Page # 11**
- 8.) Other Items – **Group**
- 9.) Future Meetings and Agenda – **Phil**
- 10.) Adjourn meeting—**Phil**

Attendance:

- Aaron Stroot, General University (23-26)
- Abbey Nutsch, Agriculture (23-25)
- Bill Genereux, Technology & Aviation K-State Polytechnic (22-24)
- Carolyn Jackson, K-State Libraries (23-26)
- Chris Blevins, Veterinary Medicine (22-24)
- Don Crawford, Architecture, Planning, and Design (20-25)
- Kevin Wanklyn, Engineering (21-24)
- Lance Philgreen, Student Representative (23-24)
- Lisa Rubin, Education (21-25)
- Mary (Bowen) Sullivan, Term Appointment (22-25)
- Michael Raine, Business Administration (07-24) Co-Chair
- Sara Luly, Arts and Sciences (23-25)
- Phil Vardiman, Health and Human Sciences (21-24) Co-Chair
- Sandy Johnson, Extension (22-25)
- Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer

Non-voting Attendees:

- Regina Crowell, Liaison for University Support Staff

Guests:

- Gregory Flax, Director of Service Desk Operations
- Thomas Burton, CTO

Attachment # 1:

**FSCOT Minutes
December 5, 2023, 3:30 pm**

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- 11.) Turn on recording and announce disclaimer
- 12.) Call meeting to order – **Phil**
 - a. Ask who will take minutes – Sandy Johnson
 - b. Introduce -Sara Luly – new member in Arts and Science
- 13.) Approve agenda (additions) – **Phil**
 - a. Allow the Concur presentation – Memory Buffington
 - i. Leading travel and expense management software
 - ii. Reduces cybersecurity and compliance risk, integrates with existing financial ERP system, full electronic submission and approval, faster reimbursement, mobile friendly, reduce admin burden – <https://concur.k-state.edu>
 - iii. Take photos and submit photo receipts,
 - iv. Travel request, travel, submit expense report, approval
 - v. Currently testing, Pilot Go Live in Jan-Feb 2024, University roll out Feb 2024, training and optimization Feb- June 2024
 - vi. Will have on demand training in addition to in person
 - vii. Decline in current BPC card service so changing to US Bank as a provider (new cards in Feb); can be one-time use cards and ghost cards that allow you to buy say airfare ahead of time. Anthony Travel will have on-sight support for booking travel in Union, full-service provider.
 - viii. This system will replace eTrieve, Concur should be much more robust product.
 - ix. Carolyn J, shared Concur was hard to use when you didn't use it often, need precise instructions to help people, Memory stated embedded delegates should be set up to help infrequent travelers
 - b. All the K-State ID presentation -
 - i. Robert Howard, ID center manager from the Union –Wildcat OneCard

- ii. Trying to find a way to make things easier across the University, lots of systems using cards for various reasons – meal cards, gym, library....some people have multiple cards.
- iii. One card with multiple tech, Vet Med and BRI will use their own, KSRE, Salina and Olatha will use same card as campus. New card, larger picture, larger font, has proximity technology (tap) - DuoProx or iClass – Has wires and chips in the card, goal is to make it go mobile in the end, this is a needed middle step to going mobile.
- iv. What is the process for getting new cards? - Department can purchase and swap cards as a group (\$7) or buy on your own \$25/card if you really want it now; half of current students have new cards.

14.) Approve minutes – **Phil**

- a. Minutes from November 7, 2023, **Attachment # 1, Page #5** – No comments, so accepted.
 - i. Add Records and Information Management Committee Report (we don't have yet)

15.) Committee Reports:

- a. Office 365 Governance Group – **Michael**
 - i. Discussion about Microsoft reducing storage allocations – more to come on this in the spring; haven't heard the amount yet, but will significantly impact how we use OneDrive, could be we have to buy space, includes email space. Engage with Daniele with University Archivist for help.
- b. Project Governance Group – **Phil**
 - i. No Report, Refer to dashboard: <https://www.k-state.edu/it/projects/active-requests/>
- c. Record and Retention Committee – **Carolyn Jackson**, K-State Libraries, Associate Professor, Hale Library, FSCOT Member
 - i. No Report, meeting this week
- d. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer
 - i. Please fill out survey on what academic tools you use in classroom and ask others to do so – see K-state today

16.) Old Business (Business from Previous Meetings)

- a. Canvas Course Access by Non-Designed Instructors – **Michael**

- i. Questions from a committee member and responses from **Scott Finkeldei**, General University, Liaison for Chief Information Officer (in red)
 1. There is a record that the instructor can view for student activity that occurs in Canvas, however there is no way to know if a non-student with administrative rights has accessed course information. I seem to recall hearing something about grade information being automatically pulled for student retention and advising purposes, but I'd like some clarification on that.
 - a. We have logs and can audit the activity of any user in any role but it is correct that instructors at the course level cannot see any info about access or activity in their courses by administrative roles or in many cases others in the Teacher role in their courses.
 - b. Course assessment data from Office of Assessment coordinated assignments is gathered by that office and the EAB Navigate advising system looks at student assessment data in Canvas for some predictive analytics. We can get representatives from each of these areas to talk about what and why they gather what they do.
 2. Also, am I remembering correctly that the information put into Canvas is not viewed as "owned" by the instructor but is instead "owned" by KSU? So if the Dean's office wants to access content, it is okay to do so without instructor knowledge or consent?
 - a. I am not the authority on this, the Provost office should be consulted for clarity on this but student data and management of that data is owned by the Registrar, and the academic units own some aspects of the course delivery and management and there are roles assigned to college staff and registrar staff to access Canvas course data.
 - b. We are going to reach out to the Provost's Office and will have a report at a later meeting
 3. The particular concern that was raised with me was that course content was copied from one instructor's course and moved into another instructor's course without permission or knowledge of the original instructor/content creator.
 - a. Anyone with a Teacher role in a course can do this with the course info and as mentioned, college staff, usually associate deans, have this ability and deans' authorization is what is needed to access past courses for things like supporting a new instructor or getting past data for an official university reason. There is a required training for the college dean's staff getting the registrar approved Canvas access to interact with all courses in their college. I provide that training and we start by mentioning the professional courtesy

and transparency and the need to inform the instructors of the courses what is happening.

b. There is no proactive reporting or audit of that currently but data can be reviewed when needed.

4. This is mostly a matter of professional courtesy and transparency, thus the question about some sort of tracking or reporting feature that notifies the instructor about behind the scenes activities. One concern raised is that anonymous actions like these invite potential abuse of the system.

Thoughts on this? Can we discuss it in a future meeting?

Discussion - University handbooks talks about who owns content, is it content or courseware, committee (ad hoc from Faculty senate? handbook review group) is trying to address this issue with current technology and tracking copyright. Carolyn describes this as “big bag of worms”, no simple answer – wording in the handbook comes from Reagents. Original intent was to allow for situations where a faculty member left, not subversive type reasons.

17.) New Business

a. Concur Travel and Expense Management – **Michael, Memory Buffington**, Assistant Vice President for University and Shared Services Accounting

i. <https://www.k-state.edu/today/announcement/?id=93352>

ii. <https://concur.k-state.edu/>

b. New ID Card – **Michael, Robert Howard**, Manager, ID Center, K-State Union

18.) Other Items – **Group**

a. Involvement of CTO – **Phil**

i. Faculty senate committee so CTO can't chair, what role can he play? Have him come and provide information when he can, routinely or otherwise as a **guest**. Michael and Phil will visit with him and test the water.

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

20.) Adjourn meeting—**Phil**

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- Carolyn Jackson, K-State Libraries (23-26)
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- Sandy Johnson, Extension (22-25)
- Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer

Non-voting Attendees:

- Regina Crowell, Liaison for University Support Staff

Guests:

- Gregory Flax, Director of Service Desk Operations
- Thomas Burton, CTO
- Memory Buffington, Assistant Vice President for University and Shared Services Accounting
- Robert Howard, Manager, ID Center, K-State Union

Attachment # 1 Meeting Minutes of November 7, 2023:

FSCOT Agenda November 7, 2023, 3:30 pm BB-3042

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2. Call meeting to order – **Phil**
 - a. **Phil** will take minutes
3. Approve agenda (additions) – **Phil**
4. Approve minutes – **Phil**
 - a. Minutes from October 17, 2023, **Attachment # 1, Page #4**
5. Committee Reports:
 - a. Office 365 Governance Group – **Michael**
 - i.No Report
 - b. Project Governance Group – **Phil**
 - i.No Report, Refer to dashboard: <https://www.k-state.edu/it/projects/active-requests/>
 - c. Record and Retention Committee – **Carolyn Jackson**, K-State Libraries, Associate Professor, K-State Libraries, FSCOT Member
 - i.Information management committee meeting met.
 1. Concern about policy in email retention schedule policy
 2. Electronic record systems
 3. See Committee report from Carolyn in File
 4. More evaluations 7 more evaluations for records
 - d. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer
 - i.Worked on what the survey about what faculty are using in classrooms
 - ii.Plan and survey is being reviewed by president/ provost and deciding what the message is to the faculty
 - iii.Gathering sentiment information from Faculty
 - iv.Ad-Hoc committee Teaching facilities working group
 1. Charged with envisioning a future state of learning spaces
 2. 3 active building Bluemont, Eisenhower,
 3. Tanya Gonzalez- co-chair
 - v.Ad-Hoc disability and accommodations working group
 1. Clarify disability and accommodations
 2. Processes for access for resources for teaching and ensuring learning environment for the students
6. Old Business (Business from Previous Meetings)
 - a. Report on discussion about FSCOT’s role in IT policy creation, review, and approval – **Michael, Phil, and Scott.**
7. New Business
 - a. eResources with K-State Libraries – **Carolyn Jackson**, K-State Libraries, Associate Professor, K-State Libraries, FSCOT Member, **Mellissa Polston**, Course Reserves Coordinator, K-State Libraries.
 - i.Textbook affordability
 1. Open access and ereserves for students

2. E reserves
3. Canvas LTI
4. Permit or prohibit Canvas LTI
5. Course information tab for library resource tab – currently tab says “reading list”
6. Course reserves/ textbooks
 - a. Information is protected
7. Deployment in August 2024
8. Communication
 - a. Academic roadshow
 - b. Marketing it to professors, departments, colleges and University
9. FSCOT motion to support this LTI proposal
 - a. Motion Kevin
 - b. Motion 2nd Carolyn
- b. Introduce Thomas Bunton, CTO – **Michael**
 - i. General Introductions of the committee
 - ii. General introduction including background
 - iii. Goals and expectations
 - iv. Experience and philosophy with shared governance
 - v. How can FSCOT help
8. Other Items – **Group**
 - a. **Orientation**
 - i. **Comprehensive system to explain how and what it means to be a Senator**
 1. **Define what your role is as a senator and caucus member.**
 2. **Revisiting “how to be a good senator at KSU”**
9. Future Meetings and Agenda – **Phil**
 - a. Jeff Sheldon- Innovation laboratory
 - b. Phones and impact to Kansas State
 - c. AI
 - d. Policy
10. Adjourn meeting—**Phil**

Attendance (Highlighted in Yellow):

- Aaron Stroot, General University (23-26)
- Abbey Nutsch, Agriculture (23-25)
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- Scott Finkeldei, General University, (22-23) Liaison for Chief Information Officer

Non-voting Attendees:

- Regina Crowell, Liaison for University Support Staff

Guests:

- Gregory Flax, Director of Service Desk Operations
- Thomas Bunton, CTO
- Ethan Erickson, Vice President for Administration and Finance
- Mellissa Polston, Course Reserves Coordinator, K-State Libraries.
- Raymond Deiser, Systems Librarian, Hale Library
- Stephanie Kiersey, Department Head of Library User Services, Hale Library

Attachment # 2:

State of Kansas Generative Artificial Intelligence Policy:



Generative Artificial
Intelligence Policy.p

Proposed KSU Policy

Generating AI in Employment Policy

Chapter ????

Revised ??/??/????

Table of Contents

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- [.030 Policy](#)
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- [.060 Transparency](#)
- [.070 Definitions](#)
- [.080 Compliance](#)
- [.090 Related Policies, Standards, and Regulations](#)

.010 Statement

The purpose of this “Generative AI in Employment Policy” is to provide guidelines for the use of generative artificial intelligence (“AI”) (e.g., ChatGPT, Bing Chat, OpenAI, etc.) to employees of Kansas State University and those performing work and/or services for Kansas State University. Additionally, this policy is used to define the controls when using Generative AI. It mitigates the following risks:

- Introduction of viruses and malware to the network,
- Compromise of protected information such as
 - CUI
 - FERPA
 - KORA
- Loss or theft of intellectual property owned by the university,
- Damage to reputation.

Generative AI is a form of artificial intelligence capable of generating content, such as art, music, text, and other forms. Generative AI systems are trained on large volumes of written information, referred to as Large Language Models (LLM). These systems use deep learning techniques to generate new creative content. This policy addresses the use of Generative AI in the employment field as it is rapidly changing and developing and is subject to annual updates that ensure that evolving developments in Generative AI are being represented.

.020 Scope and Applicability

This policy applies to all employees of Kansas State University and those performing work and/or services for Kansas State University using, creating, and working with University records and data.

Whether users should use Generative AI in the performance of their job for the University is dependent on the specific use case for which users are using Generative AI. The issues

raised with the use of Generative AI to assist with menial tasks (e.g., asking what the weather forecast is) are much different than skilled tasks (e.g., drafting outward-facing University publications). Users must exercise good and sound judgment, consistent with the guidelines in this Policy, prior to using Generative AI for University purposes.

.030 Policy

This policy shall serve as the primary governing document for usage of Generative AI Technology for University owned records and data. It does not apply to the use of Generative AI for personal reasons.

This policy applies to all business use cases involving Kansas State University, including but not limited to:

- development of software code,
- written documentation (i.e., policy, legislation, or regulations) and correspondence (such as memorandums, letters, text messages, and emails),
- summarizing and proofreading documents,
- making business decisions that impact short-term or long-term activities or policies and procedures.
-

Responsibilities

Responses generated from Generative AI outputs shall be reviewed by knowledgeable human operators for accuracy, appropriateness, privacy and security before being acted upon or disseminated.

Employees shall ensure contractors disclose in their contracts the utilization of generative AI or integrations with generative AI platforms.

Contractors utilizing Generative AI to build software explicitly for the University must demonstrate positive control over all data input into the system.

Employees should be aware that the use of Generative AI can create University records that fall under the Kansas Open Record Act. The guidelines for the Kansas Open Records Act can be found at [PPM Chapter 3090: Retention of Records | Policy and Procedures Manual | Kansas State University \(k-state.edu\)](#).

.040 Restrictions

The University is obligated to protect sensitive information to comply with applicable state and federal privacy and security laws and regulations, as well as with University and Kansas State Board of Education policies. Access to protected institutional data must be authorized and managed to protect individual privacy, maintain promised confidentiality, and ensure appropriate access and use.

Users may not enter any sensitive, restricted or otherwise protected data into any Generative AI tool or service. This includes any altered or redacted data as it can still be traced back. This information includes, but is not limited to:

- [FERPA](#)-protected information, such as:
 - University card ID photos and numbers
 - University Directory data
 - Work produced by students to satisfy course requirements
 - Student names and grades
 - Student disability-related information
 - Altered or redacted personal data

- Information related to employees and their performance.
- Health information protected by [HIPPA](#).
- Information protected by the General Data Protection Regulation ([GDPR](#)).
- Materials that go against [Copyright and Artificial Intelligence | U.S. Copyright Office](#) and [Intellectual Property \(k-state.edu\)](#) policies.
- Users should not direct AI tools or services to generate or enable content that facilitates sexual harassment, stalking or sexual exploitation or that enables harassment, threats, defamation, hostile environments, stalking or illegal discrimination.
- Users should not upload any data that could be used to help create or carry out malware, spam and phishing campaigns or other cyber scams.
- Users should not use AI tools or services to generate content that helps others break federal, state or local laws; institutional policies, rules or guidelines; or licensing agreements or contracts.
- Responses generated from Generative AI shall not:
 - be used verbatim,
 - be assumed to be truthful, credible, or accurate,
 - be used to issue official statements (i.e. policy, legislation, or regulations),
 - be used to break the [Universities Principles of Community](#).

.050 Risks, Liabilities, Disclaimers

Employees who elect to participate in the mismanagement of Generative AI accept and understand the following risks, liabilities, and disclaimers:

- Persons violating this policy may be held personally liable for resulting damages and civil or criminal charges. Kansas State University will comply with any applicable laws regarding data loss or breach notification and may also refer suspected violations of applicable laws to appropriate law enforcement agencies.

.060 Transparency

The use of Generative AI should be transparent. For example, if creating a document, data, and/or information using Generative AI, its use should be disclosed and made clear on the document.

.070 Definitions

The following are the definitions relevant to the policy:

Application

A software program that runs on a System.

Personal Data

All information relating to an identified or identifiable individual.

Records

Information the user's organization creates and maintains while doing business. Records can be in any media, including paper, magnetic tape, and optical disks. Work-related records, including emails, that employees produce in their homes and on their personal home computers are still the property of your organization. User records are unique to their organization and are evidence of who they are and what they do.

Users

Persons who have access to University systems. This includes employees, contractors, contingent workers, agents, consultants, vendors, service providers, suppliers, and other third parties.

Computing resources

All University information processing resources including all University owned, licensed, or managed computing services, hardware, software, and use of the University network via physical or wireless connection regardless of the ownership of the computer or device connected to the network.

Institutional or University Data

Any data related to Kansas State University ("University") functions that are:

1. Stored on University information technology systems.
2. Maintained by K-State faculty, staff, or students.
3. Related to institutional processes on or off campus. This applies to any format or media (in other words, electronic data).
4. All data owned or licensed by the University.

University Community

Includes faculty, administrators, staff, student workers, graduate/technical assistants, alumni, interns, guests or agents of the administration, external individuals and organizations accessing University network services, and other authorized users.

Generative AI

A form of artificial intelligence capable of generating content, such as art, music, text, and other forms. Generative AI systems are trained on large volumes of written information, referred to as Large Language Models (LLM). These systems use deep learning techniques to generate new creative content.

.080 Compliance

The University reserves the right to audit networks and systems periodically to ensure compliance with this policy. Instances of non-compliance must be presented and reviewed and approved by the Director of Information Security, or equivalent officer.

All breaches of information security, actual or suspected, must be reported to and investigated by the Director of Information Security, or equivalent officer.

Those who violate security policies, standards, or security procedures are subject to disciplinary action up to and including loss of computer access and appropriate disciplinary actions as determined by the University.

.090 Related Policies, Standards, and Regulations

- [PPM 3030: Reporting Losses](#)
- [PPM 3060: Kansas Open Record Act](#)
- [PPM 3090: Retention of Records](#)
- [PPM 3420: Information Technology Usage Policy](#)

- [PPM 3433: Data Classification and Security Policy](#)
- [PPM 7095: Intellectual Property](#)
- [PPM 6330: Use of University Mobile Devices, Personal Devices, and Accounts Policy](#)
- [KANSAS PPM 8200: Generative Artificial Intelligence Policy](#)
- [KSU Principals of Community](#)
- [KSU Institutional Data Policy](#)

<https://www.k-state.edu/institutional-research/data-governance/DataPolicy.pdf>