<div align="center">

FSCOT Agenda
December 5, 2023, 3:30 pm

Zoom Connection: https://ksu.zoom.us/j/7855322637
Phone Connection: +1 669 900 6833 or +1 646 876 9923

</div>

1.) Turn on recording and announce disclaimer

2.) Call meeting to order – **Phil**

   a. Ask who will take minutes

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

4.) Approve minutes – **Phil**

   a. Minutes from November 7, 2023

5.) Committee Reports:

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

      i. Discussion about Microsoft reducing storage allocations – more to come on this in the spring

   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.

   d. Academic Tools Committee – **Kevin Wanklyn**, Engineering, **Scott Finkeldei**, General University, Liaison for Chief Information Officer

6.) 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.

<ol type="a">
<li style="color:red">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.
<li style="color:red">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 representees 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?

<ol type="a">
<li style="color:red">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.
<li style="color:purple">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.

<ol type="a">
<li style="color:red">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.
<li style="color:red">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?

7.) 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 – **Robert Howard**, Manager, ID Center, K-State Union

8.) Other Items – **Group**

    a. Involvement of CTO – **Michael**

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

- Memory Buffington, Assistant Vice President for University and Shared Services Accounting

- Robert Howard, Manager, ID Center, K-State Union