

University of North Carolina at Greensboro
Academic Computing Committee

Agenda

9am-10:15am, Friday December 5, 2014

Jackson Library Room 216

Present: Leslie Locklear, Lee Norris John Neufeld, Lixin Fu, Michelle Soler, Erin Lawrimore, Jeff Whitworth, Todd Sutton, Aprille Black, Bo Bodenhamer, Faith Oguz, Ken White, Frances Clerk

Not Present: Lois Von Cannon

Appointed Members

- Aprille Black - Bryan Business School, Liaison to ATCC
- Erin Lawrimore - University Libraries
- Fatih Oguz - School of Education, Liaison to Administrative Information Security Committee
- Frances Clerk - School of Health and Human Sciences, Liaison to IOC, (Chair)
- John Neufeld - Faculty Senate Liaison
- Kenneth White - School of Music, Theater, and Dance
- Lixin Fu - College of Arts and Science
- Lois Von Cannon - School of Nursing

Ex Officio and Non-Voting

- Todd Sutton - Information Technology Services
- Michelle Soler - Teaching and Learning Commons
- Bo Bodenhamer - Office of Provost

Minute Taker

- Leslie Locklear

Agenda Items

Meeting called to order at 9:07am

1. Attendance taken
2. Introduce Minute Taker Leslie Locker
Minute taker, Leslie Locklear, PMO student intern, was introduced and will be present at all future meetings.
3. Jeff and Lee from ITS will address questions that were brought up about Box and FERPA and security.

A few Questions about Box offering:

a- According to the Data Storage Guidance Document, Lock 2 FERPA data “may be stored only in University- provided network drive space or Box cloud storage. “ and not on an individual’s machine. However, Box Sync client does not sync with a network drive (4.0), and additionally, if someone uses the Box Sync client, they end up, with an unencrypted copy of their data on their local machine, which seems to contravene the requirement.

b- How does Box get the status of Lock 2 according to the Data Storage Document?

c- On the Box site it is says the customer is responsible for enforcing policies in their organizations to meet HIPPA compliance. What would those policies be?

d- The plethora of cloud offerings is nice, but it also means that sharing can get tricky. If you share with a group of people for example, what if they are not all using the same offering. Then everyone makes copies of their documents and uses the offering of one person. This defeats the purpose of cloud storage in some ways – as the idea is to have one document, available from everywhere.

- **Jeff & Lee from ITS were present to discuss questions concerning Box sync and FERPA security.**
- **Primary issues of discussion: FERPA data should be saved on a network drive or a Lock -2 storage area. However Box does not sync to a network drive. Also, the local hard drive is not considered a Lock -2 solution according to “Data Storage Guideline document”. Box was designated Lock- 2.**

However, when a user uses the Box sync client , a copy of all files are stored unencrypted on the local hard drive in a folder called Box Sync. This folder is on the local drive like other folder on ones hard drive. So should be considered a Lock-1 solution (as per the “Data Storage Guideline

document".). Therefore if a user uses the sync client they should understand that they are using a Lock-1 not a Lock -2 solution.

ITS is in the process of reviewing various outlets to mitigate this issue including Kumo which will allow then to save FERPA data on a network drive or a possible encryption route. Kumo would provide a network drive to save FERPA data and meet university regulations. A recommendation from ITS will be made earlier next year at which point they will report back to ACC with this recommendation.

- **Discussion around the changing the documentation and designation of Box Lock level.**
 - **Discussion around faculty understanding of various aspects of Google Drive, Box and sync as well as the FERPA guidelines concerning sharing information via email**
 - **Final Thoughts:**
 - **Change the university document wording to reflect that Box is not always lock 2 level**
 - **Lee and Jeff will get back with more information about the next step for the recommendation**
4. Discussion on above subject after clarification from guests.
- **Understanding that the issue of syncing to network drive - that did not turn the feature off but with Box does not having the capability to do this in this version of the sync client. Lock-2 level with sync client is not possible at this time.**
 - **Suggestion of HIPA and FERPA records management training**
5. Confirm that minutes from October 31, 2014 meeting are correct.
Reports from Committee Liaisons: April (ATCC), Frances (IOC and Faculty Senate Chairs meeting), Michelle Soler (UTLC), Fatih (AISC)
- **IOC meeting was cancelled**
 - **ATCC**
 - **Aprille not present at this time to give report**
 - **Security meeting was cancelled**
 - **UTLC**
 - **Michelle report name changed to UTLC (University Teaching and learning commons); quite a bit of transition; new charge**
 - **Faculty Senate Chairs**

○ **Discussed academic computer committees Provost made aware that ACC under her committee; mention that possibly ACC merged with Faculty Senate Commuting Committees**

6. Email addresses for alumni were mentioned in a presentation by ITS recently. Are there any final decisions about that? Follow up on that?
 - **An institutional project has been started for this same initiative. They will be using the @alumni.uncg.edu name.**