Meeting was called to order at 12:57 p.m.

In attendance:
- M. Anderson, E. Borkowski, B. Hagen ’19, F. Maloy, G. Reich, S. Sargent, D. Snyder

Absent:
- J. Boggs ’18, F. Orellana

1. Review and approval of Minutes from 1/30/2017
   a. Approved

2. Review of Classroom Technology Support Policy for Special Events
   a. The policy was last reviewed in 2013 and stipulates that students are not allowed to reserve/use electronic classrooms for any events. Central Scheduling and ITS recognize the need for students to use these spaces and have agreed to allow students to use electronic classrooms as long as a faculty/staff advisor reserves the space on behalf of the student group or organization. Language was inserted into the policy to reflect that change.
   b. The Committee recommends making sure the new language does not duplicate language in the global central scheduling policy (or elsewhere, like the student handbook). For example, the language about the faculty/staff advisor taking responsibility for the space is not clear and might not be necessary if it is addressed in the global policy. In addition, it is unclear about when people have to contact both Central Scheduling and ITS versus just contacting Central Scheduling when making a reservation. The Committee recommends striking the sentence that states the list of electronic classrooms can be added to at any time.
   c. ITS will make the requested changes and bring the policy back to the Committee for approval.

3. Review of Information Security Policy
   a. At a high level, this is an overarching, framework policy that outlines all the different access controls Union College needs to or have in place for information security compliance. It is confirmed there is not an Information Security Committee in place made up of respective stakeholders like the Registrar, HR, Financial Aid, Campus Safety, Faculty reps, etc.). LC ACT recommends creating such a Committee whose first charge is to review and approve this policy.
b. Ellen noted that there has already been a suggestion at the NY6 level to remove reference to Grey Castle in the policy document and to place a more general statement in the policy about vendor partners and put the specific vendor partner in an Appendix, in case we change vendors in the future.

c. There were concerns expressed about the budget impact these IT security policies will place on ITS.

4. Data Security and Grades
   a. Feedback was shared from discussions with FEC and a division meeting in regards to the issue of not storing confidential data on personal devices. In particular there were concerns about grade data and how faculty handle their own grade data and the impact on their workload. One approach offered was to provide a list of easy ways to protect confidential data on a personal device. Another option discussed was whether some grade data could be reclassified.

5. New Business
   a. None

The meeting was adjourned at 1:55 p.m.

Handouts:
   • Minutes 1/30/17
   • Classroom Technology Support Policy for Special Events
   • Information Security Policy

Reminder: LCACT website: https://its.union.edu/lcact