Liaison Committee on Academic Computing and Technology
Meeting Minutes
April 23, 2018

Meeting was called to order at 1:00 p.m.

In attendance:
• M. Anderson, E. Yu, F. Maloy, N. Mann, F. Orellana, S. Sargent

Absent:
• J. Boggs ’18, P. Shrestha ’19, D. Snyder

1. Review and approval of Minutes from 03/12/2018
   a. Approved

2. Data Classification and Handling – New Draft
   a. A new draft of the Data Classification Procedures document was shared with the committee. Ellen explained that based on the feedback from faculty, the classification has been changed to risk levels – low, medium and high – to better address concerns and questions brought during the open forums. Data elements were reviewed with their respective owners in identify which risk categories they belonged in. A subset of FERPA data was placed in the medium risk category, which will allow faculty to work with that data on their personal devices as long as they sign a BYOD Attestation form. Ellen explained how the document was set up and that this data will also be available on the web in a format that allows one to easily navigate the information and understand what is allowed.

   b. Initial feedback was positive. The committee felt this was a better approach and they appreciated the willingness to change the approach of the original policy. There was a lot of discussion around the FERPA medium risk items and how medium risk data can be used with email.

   c. There was a question about how this new approach integrates integrity and confidentiality that was identified the prior approach to classification.

   d. Faculty were asked to do a close read of the document and email feedback or be prepared to discuss at the next meeting.

3. Bring Your Own Device (BYOD) Attestation – New Draft
   a. The Updated BYOD Attestation document was reviewed. There was discussion around whether this had to be signed for each personal device one would use to access Union College data or if this would cover all of them. In discussing logistics,
several questions were discussed including how often this document would need to be signed, what type of information should be asked for in the document in regards to the devices, and can this form be done electronically.

b. Faculty were asked to do a close read of the document and email feedback or be prepared to discuss at the next meeting

4. New Business
   a. No new business discussed.

The meeting was adjourned at 1:49 p.m.

Handouts:
   - Minutes 03/12/18
   - Draft of Data Classification and Handling
   - Draft of Bring Your Own Device (BYOD) Attestzation

Reminder: LC ACT website: https://its.union.edu/lcact