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

In attendance:
- M. Anderson, J. Boggs ’18, N. Mann, S. Sargent, D. Snyder, E. Yu

Absent:
- F. Maloy, F. Orellana, P. Shrestha ’19

1. Review and approval of Minutes from 04/23/2018
   a. Approved

2. Feedback on Data Classification Documents
   a. Faculty provided feedback to ITS on how to improve the Data Classification documents. Recommendations included grammar and wording corrections (e.g., consistent use of “active voice”, consistency with overall tone so it sounds like it was written by one person) to organizational suggestions (e.g., deleting/combining bullets/sections, having a table of contents available for Section 7 Data Classification) to clarification on why some information appears in the document (e.g., why only FERPA and not other legal frameworks, voicemail greetings need to contain a warning message). Ellen will use the suggestions provided by members of the Committee to revise the documents.

3. Timing of broader sharing/feedback on Data Classification documents
   a. Ellen is trying to edit these documents to get to FEC before the end of term, with the goal of getting the documents out by Fall.

4. New Business
   a. A question was asked if ITS can record classes in a classroom without faculty approval. There are only two classrooms on campus that have lecture capture recording equipment installed. The faculty member has to launch a software application and click a button to start a recording. ITS does not have the ability to record classes remotely using this equipment.

The meeting was adjourned at 1:46 p.m.

Handouts:
- Minutes 04/23/18

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