Agenda Item #1: Approval of June 17, 2013 Meeting Summary

The summary from the June 17, 2013 meeting was approved.

Agenda Item #2: Wireless for General Assignment Classrooms (John Mamer)

The FCET letter on wireless in the general assignment classrooms can be found online at: http://www.itpb.ucla.edu/documents/2010/FCETLetteronWirelessinGAC.pdf.

The ITPB first investigated this issue many years ago, but at the time providing wireless infrastructure was rare and expensive. Now, the infrastructure is more commonplace and UCLA even has pedagogy that depends on wireless in the classrooms. There are many advantages to putting Wi-Fi in the classrooms: many devices now are not equipped with Ethernet ports; students are using cloud-based note-taking applications; there are more instructional devices, such as clickers, that require Wi-Fi; not having wireless in the classroom impacts demand on access points outside of classrooms.

FCET was asked to opine on this issue and has written a letter to ITPB recommending that the campus provide wireless in all general assignment classrooms, and is requesting ITPB endorsement on this direction.

There was concern that students do not understand the difference between general assignment classrooms and other types of classrooms, so there should be ubiquitous wireless on campus to
provide a uniform user experience. There should also be a cost analysis conducted to determine what the campus would be giving up in order to implement this.

**Action Item:** Motion passed to endorse the recommendation for the campus to provide wireless in all general assignment classrooms. IT Services and OID will be drafting a proposal for implementation and bringing it back to the ITPB at a future meeting.

**Agenda Item #3: Cloud Email and Collaboration Tools Roadmap (Andrew Wissmiller/Amy Blum/Kent Wada)**

The materials for the Cloud Email and Collaboration Tools Roadmap item can be found online at: [http://www.itpb.ucla.edu/documents/](http://www.itpb.ucla.edu/documents/).

Since deploying Google Apps for students, there has been discussion to provide cloud services for faculty and staff. After extensive analysis, the recommendation is for the campus to deploy Google Apps for Education, Microsoft Office 365, and Box for faculty and staff use. These tools would provide improved capabilities, convenience, efficiency, and flexibility. There has been a task force that analyzed the risks associated with deploying these tools.

IT Services is seeking endorsements on four actions: (1.) deploy Box as a campus service, (2.) provision Gmail for Faculty and Staff, (3.) migrate EM to a hybrid on premise/cloud O365 and (4.) terminate BOL email.

IT Services is proposing to provide Google Apps for Education as an opt-in service for employees for personal productivity and collaboration use. GAE is not robust enough for “university administrative business.” The information is managed at a personal level, so users sign up as an individual and when they leave UCLA, the information goes with them. The plan is to have GAE available for opt-in for employees by February 2014 and a deadline of June 2014 for students, alumni, and retirees to migrate from BOL to Gmail. Faculty and staff will have a deadline of September 2014 to migrate to Gmail.

The plan is also to offer MS Office 365 to campus departments on an opt-out basis for enterprise productivity and collaboration use. This would be the equivalent of the Exchange departmental email. It will be in a hybrid production environment, which will allow departments to remain on premise if there is a need to do so. O365 provides larger mailbox storage, more applications, and more robust functionality and security for university administrative services. There is a UC-wide agreement and a Business Associates Agreement in place. The basic services are free for higher education, which would reduce infrastructure and support costs. IT Services is planning to implement a pilot migration to O365 in December 2013, with a full migration in January 2014. The plan is to make O365 available to other campus departments on an opt-out basis in May 2014.

The widespread use of Dropbox poses a significant institutional risk, so there is a need to permanently invest in an alternative sponsored by the campus. The recommended solution for enterprise storage and collaboration services solution is Box. Box provides secure cloud storage
that allows students, faculty and staff to access, manage, and share information. The functionality of Box is very similar to Dropbox, but is more secure, provides data encryption, and includes better administration features. This is an enterprise solution, so the service is administered at the departmental level. There are currently 12 departments working on a pilot evaluation. There is an Internet2 and UC-wide agreement with Box, with a BAA under UC review. IT Services is looking for endorsement to make the Box services available to all campus departments in January 2014.

Finally, with the implementation of the above services, the need for Bruin Online email will be eliminated. The plan is to migrate students, alumni, retirees, faculty, and staff to Gmail and decommission BOL email in November 2014.

A number of task forces were commissioned to conduct risk analyses of these tools, and looked into a number of issues including data ownership, acceptable use policies, compliance with laws and regulations, data portability and migration, end user privacy, and more. The recommendation was that UCLA should proceed with these services, but that the development of a data classification standard and guidelines would be needed to increase awareness of risks and outline appropriate use of these services. The data use standard classifies data based on impact to the institution if there is a breach. The plan is to develop a one-page summary for each cloud service detailing what types of data can and cannot be handled when using the service.

The CSG will weigh in on this project during its January meeting and provide recommendations to the ITPB. The ITPB will vote on endorsement during its next meeting.

If there are any outstanding questions or concerns, please email Andrew Wissmiller (awissmiller@ucla.edu).

**Agenda Item #4: Next meeting and adjournment (John Mamer)**

The meeting was adjourned at 12:07 PM. Doodle polls for the Winter 2014 meetings will be sent out to the Board.