Information Technology Planning Board  
Meeting Summary  
Monday, June 20, 2011  
11348 YRL

ITPB Attendees: Jim Davis, Todd Grappone (for Gary Strong), Jerry Kang, Patricia Keating, Kathleen Komar, Jonathan Kuo, Mike Kusunoki, Christopher Lee, Andrew Leuchter, Michelle Lew, John Mamer, Jack Powazek

Stephanie Hokama, recorder

Absent: Deborah Estrin, Derrek Hibar, Warren Mori, Janice Reiff, John Riley, Alan Robinson, Tim Stowell, Gray Strong, Arthur Toga, Christopher Waterman

Invited Guests: Julie Austin, Amy Blum, Martin Brennan

Resources: Ross Bollens, Michelle Chen, Larry Loeher, Tom Phelan, Jackie Reynolds, Rose Rocchio, Kent Wada, Andrew Wissmiller

Chair Kathleen Komar called the meeting to order at 12:00 PM.

Agenda Item #1: Approval of the Meeting Summary (Komar)

The summary from the May 4, 2011 meeting was approved.

Agenda Item #2: Outsourcing E-mail (Davis, Austin, Blum, Wada, Bollens)

This is a topic that has continued from the previous meeting.

Julie Austin gave input from CSG. They anticipate that shifting students to Google mail will be fiscally neutral, although this cannot be known until actual implementation. There would be a tiered approach: first with incoming students, then others (alumni, retirees, emeriti). There are no tools presently that would address individual department needs. G-mail also will not provide a single signon. It would be up to the University to make sure Google uses best practices for security, including physical location of servers.

Ross Bollens and Amy Blum addressed security and Electronic Communication Policy issues under attorney-client privilege. Only board members remained for this discussion.

It was determined that discussion needed to continue on this topic with more information, including a more detailed risk assessment.
Agenda Item #3: Privacy Principles Document (Wada)

Kent gave background on the Privacy Board and their function in defining privacy principles for the campus. The privacy statement is meant to be a living document and is the underpinning of an ethical/respectful workplace, as well as academic freedom. The UCLA Privacy Board and its issues have been helpful with the UC-wide privacy initiative in that many of the topics being considered have already been discussed extensively locally.

The UC Strategic Steering Committee on Privacy has five members from UCLA. As the systemwide group continues to address privacy issues, Kent will provide updates to the ITPB.

Agenda Item #4: Faculty Digital Presence (Kang)

On April 6, a small group met to discuss ideas and green light a small pilot project. This would have 50 faculty who opt in to develop websites. The goal is to have an off-the-shelf, open access, easy template that will give faculty the opportunity to showcase themselves and their research. Faculty need to understand their copyright issues so that they are able to retain ownership of their scholarly publications. The group is also willing to entertain more suggestions which address faculty digital presence.

Andrew Wissmiller’s group would do the website hosting. Rose Rocchio from OIT is working with Albert Wu on this. Currently, biomedical science is redoing websites for graduate students.

Agenda Item #5: Tracking Copyright Status in CCLE (Brennan, Blum)

Martin presented the current Moodle license procedure for faculty uploading class materials. In conjunction with Campus Counsel, the Library is recommending a change to the drop down options on copyright status. Items remain invisible to students until faculty declare status. This is also meant to reduce the number of “fair use” items. Fair use should not be the status of material repeatedly used by an instructor. FCET has recommended that ITPB implement this procedure on all educational materials used online.

In an audit of course websites, two were found that were accidentally left open. Having the copyright information will be similar to what is required for Videofurnace and e-reserves: Faculty give pedagogical justification for use of materials, but there is a longer list of checkoffs in Moodle. Since the University is responsible no matter where a faculty member posts materials, this checkoff list will provide a record.

There would be an announcement prior to implementation, with pilots in various courses. This issue will also be taken to the Academic Senate and training will be provided for faculty.

**Action Item:** A motion was made and passed to endorse the new drop down box for Moodle, but would also like to have further discussion.
Agenda Item #6: Student Technology Integration (Reynolds)

Time ran out; please see Powerpoint handout for the results from meetings with students. http://www.itpb.ucla.edu/documents/2010/PizzaandITComplaintsSlides_feedback.pdf

Announcement: Kathleen Komar introduced John Mamer as the new Vice Chair and Jerry Kang as Chair, effective September 2011.

The meeting was adjourned at 2:00 PM.