Information Technology Planning Board (ITPB)
www.itpb.ucla.edu

June 10, 2003
Meeting Summary

Minutes (available on web and already distributed by listserv)

ITPB Attendees: Chair Chris Foote, Vice Chair Alfonso Cardenas, Jack Beatty, Christine Borgman, Janet Chiang, Brian Copenhaver, Dana Cuff, Jim Davis, David Kaplan, Janice Koyama, Mike McCoy, Sam Morabito, Tom Phelan, Lisa Spangenberg, Chuck Taylor

Guests: Sue Abeles (Finance), Emily Carter (Chem & Biochem), Steve Duim (Finance), Sharon Farb (Library), Janette Miller (Research), Warren Mori (Physics & Astr/Elec Engr), Terry Ryan (Library), Ruth Sabean (College/OIT), Kent Wada (AIS), Esther Woo-Benjamin (OIT)

1. Reports

   a. Email Model Task Force

      The Task Force has agreed on recommendations for a campus email model and will present them to the Enterprise Computing Committee (ECC).

   b. Illegal File Sharing

      The amount of file sharing network traffic in the residence halls dropped significantly immediately following delivery of UCLA’s May 21st email letter on file sharing and copyright infringement addressed to all faculty, staff, BOL accounts and campus residents.

   c. Provost’s Award for Innovation in Teaching with Technology

      This award was created by the Faculty Committee on Educational Technology (FCET) in 2002 with two goals: to build a broad, interdisciplinary community of instructors who could share their technology strategies with each other; and to recognize members of that community for their innovative work in teaching with technology. On May 7, awards were presented to: David Kaplan, Professor of Philosophy, for his Logic 2000 software which supports the instruction of symbolic logic; Joan Waugh, Associate Professor of History, who enhances her Civil War and Gilded Age classes with audiovisual and web-based materials, and Lianna Johnson, Academic Administrator and John Merriam, Professor of Molecular, Cell and Developmental Biology, for a CD based program called Interactive Genetics.
d. SB 1386

UC has provided guidelines and UCLA is currently working on campus requirements.

2. Research Institutes in Scientific Computing (RISC) Update

Emily Carter, Warren Mori, and Janette Miller gave an update on the Research Institute for Scientific Computing (RISC), formerly known as Computational Science and Engineering Institute (CSEI). The vision is that UCLA researchers could all benefit from a computational-based research institute that would provide the huge amounts of computational power required for research and the infrastructure and computing expertise to most efficiently use that computational power. Such an institute would also provide the mechanism for a collaboration that would allow researchers to share and build on each others’ work, algorithms, and codes. The Office of Research has already established the institute and the governance and management structure. Next steps are to form an executive committee and name an executive director to oversee faculty recruitment and management of computational resources.

3. Privacy and Security of Information

Christine Borgman updated the Board on general privacy and data protection issues and reviewed some of the privacy principles established by the Organization for Economic Co-operation and Development (OECD). Following is a compilation of some useful online sources of information on privacy policies, guidelines, and tools:

Privacy Tools:
http://www.epic.org

Privacy Policy Generators:
- OECD Privacy Policy Generator (see links to ‘OECD Privacy Guidelines’ and ‘Personal Data’):

How to Develop a Privacy Policy:

- P3Pwriter Privacy Policy Editor (online privacy editor that allow sites to meet the current P3P specifications):
  http://www.p3pwriter.com/

- Web-based P3P Policy Generator that creates valid W3C specified P3P policies:
  http://policyeditor.com/
At UCLA, a wide array of personal data is being collected for various purposes, but basic OECD privacy principles are not in place. Protecting privacy is essential for maintaining academic freedom and other principles that universities hold dear. As records on individuals move from print to electronic form, privacy practices must evolve accordingly. The chancellor’s April 16, 2003 letter requiring all faculty and staff to obtain a UCLA Bruin Card has brought issues of electronic privacy protection to the fore. Many individuals are reluctant to obtain a Bruin Card or participate in other university electronic records systems without privacy and data protection principles in place.

Prof. Borgman proposed that UCLA: 1) establish privacy and data protection policies based on OECD guidelines; 2) establish a privacy and data protection board to oversee implementation of policies and to review all new data collection plans; and 3) postpone enforcement of the Bruin Card requirement until privacy protections are in place. The ITPB agreed to sponsor the proposal for a privacy and data protection board and will form a planning task force to look into these issues and make recommendations on who should be on the privacy board. The UCLA Medical Center’s experience with the Health Insurance Portability and Accountability Act (HIPAA) is a good example to use for planning.

Sue Abeles and Steve Duim gave an overview of Bruin Card. It is used for ID/Privilege, access control, point of sale, and debit transactions. Personal data collected is limited to name, address, date of birth, uid, and last 4 digits of social security number. Access to this data is limited to ‘need to know’; and departmental access is limited to its own transaction data. Security measures include login security, database security, communications security, and physical security.

Janice Koyama gave a brief overview of the Library’s Privacy Audit and Guidelines, developed in August 2001. This guide to conducting a technology privacy audit is designed to alert library personnel to system locations where private information is likely to exist, and to suggest actions to take to protect that information. The guide also includes basic principles to follow that would allow the library to meet goals that may seem in conflict with privacy protection, without compromising ethical and legal obligations to protect the privacy of library users.

4. Discussion of Chancellor’s May 16, 2003 Cost Reduction Measures Memo

Postponed due to lack of time.

5. Future Meetings:

- Monday, July 7, 2-4 p.m. @ 2121 Murphy
- No meeting in August
6. **Action Items**
   
   - Appoint a planning task force to look into privacy and data protection issues

7. **Adjourn**