Minutes (available on web and already distributed by listserv)

**ITPB Attendees:** Chair Chris Foote, Jack Beatty, Christine Borgman, Alfonso Cardenas, Jim Davis, Adam Harmetz, David Kaplan, Kathleen Komar, Mike McCoy, Sam Morabito, Tom Phelan, David Sears, Lisa Spangenberg, Gary Strong

**Guests:** Max Kopelevich (Chem & BioChem), Ruth Sabean (OIT), Mike Schilling (CTS), Marsha Smith (ATS), Kent Wada (OIT), Esther Woo-Benjamin (OIT)

**Agenda:**

1) **Reports**

a. **Actions on SB 1386**

   UCLA recently learned it had its first security breaches involving stolen laptops containing personal data. In the first incident, the laptop contained information on approximately 145,000 individuals. Under SB 1386 legislation, these incidents require written notification, at significant UCLA expense, to each individual whose personal data potentially may have been compromised. These incidents are underscoring the need to accelerate communication to create better awareness of campus SB 1386 policy:

   [http://www.adminvc.ucla.edu/appm/entry_policies.asp?vSection=public/app_0420_0.HTML](http://www.adminvc.ucla.edu/appm/entry_policies.asp?vSection=public/app_0420_0.HTML).

   A campus wide communication was issued this week and other methods for creating better awareness are being explored. The Board suggested drafting letters to the Academic Senate and Student Affairs advising them not to keep personal information on their desktop/laptop computers and to advise Student Affairs no longer to require sensitive information to be included with student letters of recommendation.

b. **Update on Chancellor’s Action Plan**

   There has been progress in each of the action areas but due to lack of time, they were not discussed in detail.
2) Security

CSG recommendations on virus scanning and spam mitigation (see http://www.itpb.ucla.edu/meetings/default.htm) were presented for ITPB approval. The Board voted to endorse both recommendations.

Kent Wada gave a brief overview of the campus security landscape and updated the Board on the status of pending security policies and actions:

- Policy on minimum standards for devices that connect to the campus network has been endorsed by the CSG is almost ready to be brought back for ITPB approval.
- Patch management recommendations are almost ready for CSG vetting.
- Incident response recommendations have been approved by the ITPB and CSG and are ready for implementation but the landscape has already changed and the recommendations will need to be revised. This is an example of how technology is moving much faster than policy is able to keep up.

3) Student Integration Area of Emphasis

A task force consisting of Jack Beatty, Alfonso Cardenas, Jim Davis, Kathy Komar and Ruth Sabean presented reports on progress that has been made in the past 2 years on the student integration part of the ITPB vision. The objective of this discussion was to prepare the ITPB for a more in depth review at the September 24th retreat.

Jim Davis spoke about his observations regarding the ITPB vision statement. There are rich pockets of activity, but on the whole, the vision is not assimilated around campus and unlike many universities in other states, there are no compelling internal or external drivers for accelerating instructional technology at UCLA.

Jack Beatty and Ruth Sabean spoke about progress in four FCET projects: Blended Instruction Case Studies (BICS) program, CMS, SAKAI, and Copenhaver awards. Three courses have been selected as the first group of case studies in the BICS program. Already the value of the projects together can be seen as greater than the sum of the three. There are a number of goals that cross all of the projects that will enable the BICs team and faculty to use the work on one project to benefit the others. The FCET supported UCLA’s participation in the design and development of SAKAI with the vision of providing the campus with a standards-based feature-rich CMS integrated with UCLA’s administrative systems. A pilot team was dedicated to work on its implementation and Version 1.0 of SAKAI will be available for testing and pilot implementations in Fall 2004.
Kathy Komar spoke about the general state of the faculty with regard to technology. A key point was that all are stretched very thin and there is no time to work through many technology issues without expanded support.

Alfonso Cardenas spoke about the view of the UC Information Technology and Telecommunications Policy (ITTP) Committee that he chairs. UCLA is in a leadership position in this area and there is UC wide interest and a recognized need for inter-campus communication. At the UC level, the ITTP is coordinating with the Information Technology Leadership Council (ITLC).

An objective of the September ITPB retreat will be to discuss what steps, if any, should be taken toward expanding current projects, creating new projects, and influencing resources. Some potential retreat topics emerged from the discussion:

- Assessment of the BICS program. How successful was the program and how does it position the campus? What support is needed?
- Next steps for the campus on SAKAI. Should it continue? If so, how? What support is needed?
- Understanding the roles of the Library and my.ucla.
- Assessing if the vision statement still reflects the campus direction.

4) Future Meetings:

- Friday, July 16, 2-4 p.m., 2121 Murphy
- No Meeting in August
- Friday, September 24 Retreat, noon – 5 p.m., Faculty Center Downstairs Lounge; social hour from 5 – 6 p.m.

5) Actions

- Kathy Komar to follow up on status of Data Privacy Board appointments.
- ITPB to draft letters to Academic Senate and Student Affairs advising on SB 1386 issues.