ITPB Attendees: Kathryn Atchison, Russel Caflisch, Alfonso Cardenas, Jim Davis, David Kaplan, Adrienne Lavine, Sam Morabito, Chuck Taylor

Guests: Susanne LaRocca (OIT), Mike Lee (PDP Participant), Lawrence Lokman (University Communications), Marc Mayerson (College), Tom Phelan (for Bill Jepson), Ruth Sabean (OIT), Mike Schilling (CTS), Marsha Smith (OIT), Michael Stone (University Communications), Kent Wada (OIT), Esther Woo-Benjamin (OIT), Don Worth (AIS)

Agenda:

1) Announcements and Updates

- A minute of silence was observed in honor and memory of ITPB founding Chair Chris Foote who passed away recently.

- Chair Alfonso Cardenas reported the nomination of Professor Christine Borgman to be Vice Chair of the ITPB and Dean Scott Waugh to be a new member of the ITPB. The nominations are being submitted to Executive Vice Chancellor Dan Neuman and Senate Chair Kathleen Komar.

- Jim Davis reported on the recent U.S. Supreme Court ruling that an organization that provides software for filesharing can be sued.

2) Policies Update

a. UCLA Policy 411 – Domain Names

Application of Policy 411 this past year surfaced practical issues with the use of domain name acronyms and questions about the process of appeals. Proposed revisions to the policy worked out through the CSG and External Affairs were brought to the ITPB. The Common Systems Group (CSG) vote was unanimous in approving the revised Registration and Use of UCLA Domain Names policy: [http://www.itpb.ucla.edu/documents/2005/June272005/Policy%20411%20Domain%20Names/411%20-%20Domain%20Names%204-21-05.pdf](http://www.itpb.ucla.edu/documents/2005/June272005/Policy%20411%20Domain%20Names/411%20-%20Domain%20Names%204-21-05.pdf).
However, half the votes were ‘approved with caveats’: 1) what campus official is named to provide recourse and 2) what a ‘clear institutional reason’ is for denying a domain name request. The ITPB was asked to make the final determination regarding the CSG caveats. The Board agreed with keeping the current policy as is with respect to recourse. Recourse is with the campus official who administers the policy, the longstanding structure of policy administration. The ITPB did recommend an amendment to clarify that ‘internal’ domain names are exempt from this policy.

*The ITPB voted unanimously to approve the policy as amended.*

b. **UCLA Policy 420 – SB1386**

The policy on Notification of Breaches of Computerized Personal Information: [http://www.itpb.ucla.edu/documents/2005/June272005/Policy%20420%20-%20SB1386%204-26-05.pdf](http://www.itpb.ucla.edu/documents/2005/June272005/Policy%20420%20-%20SB1386%204-26-05.pdf) has been revised to reflect the ‘lessons learned’ over the last two years:

- Revise and give more detail on the security breach incident process
  - Have suspected security breaches reported to the AVC-IT
- Make more explicit the role of Security Breach Coordinator
- Correct omission from initial policy of notifying ALL affected individuals, not just California residents
- Revise how the individual who will sign notification letters is determined

The CSG has unanimously approved this revision.

*The ITPB reviewed the policy and caveat and voted unanimously to approve the revised policy as written.*

3) **New policy on the use of email for official communications to faculty, students and staff**

The ITPB was asked for comment and input on the proposed new policy on the Use of Email for Official Communication with Employees and Students: [http://www.itpb.ucla.edu/documents/2005/June272005/use%20of%20email%20for%20official%20communications.pdf](http://www.itpb.ucla.edu/documents/2005/June272005/use%20of%20email%20for%20official%20communications.pdf). This proposed policy captures the discussion and decisions of the ITPB earlier in the year regarding email addresses, persistent email addresses, email forwarding to non-UCLA addresses and expectations about the use of email.

**Actions:**

- The Board recommended convening a subgroup to make a recommendation on the issue of email for spouses of deceased emeriti
faculty and staff in more detail and bring recommendations back to the full ITPB. It was suggested that the subgroup should include the chair of the Emeriti Committee, a Privacy Board member, and a Campus Human Resource expert. Mike Schilling and David Kaplan also agreed to be a part of this subgroup.

4) Repositioning IT Initiative Next Steps

As Director of Institutional Planning for Office of Information Technology (OIT), Marsha Smith is providing oversight for all the components of the Repositioning IT Initiative, including: surveys, assessments and reviews of networks, data centers, and email & calendaring. Anticipated resource requirements include: capacity for project direction and oversight, analysis, faculty and student assessments, task forces, coordination and logistics, change management, project managers for spin-off projects, and consultants.

There was discussion about the Repositioning IT Key Attention Areas document and the process for moving forward. There was general agreement about the Repositioning IT Principles and suggestions for improving the message, including adding an affirmative statement about the value of balancing distributed and central systems.

The Initiative’s Functional Oversight Committee (ITFOC) has recommended that the ITPB commission two task forces for responding to the External Network Review: (1) applied security and (2) next generation network design. The ITPB unanimously approved commissioning both task forces. It recommended the task forces include faculty as well as staff.

There was discussion about the Faculty survey on the External Network Review that was recently issued by the Academic Senate. Some responses were negative about the survey itself. Future strategies suggested were to work with Chairs and with the Faculty Executive Committee (FEC) in getting the message out and using faculty who have expertise in surveying to help develop the next survey.

5) Future Meetings

- Scheduling is in progress