

MINUTES OF THE ACADEMIC INFORMATION TECHNOLOGY  
CALIFORNIA STATE UNIVERSITY, FRESNO  
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October 20, 2008

Members Present: O. Benavides (Chair), J. Cagle, B. Auernheimer,  
K. Moffitt, R. Parker, D. Nef, R. Amarasinghe,  
S. Seepersad, E. Nelson.

Absent: L. Newlander, P. Newell, L. Harding, C. Won,  
M. Bach, D. Martin.

The meeting was called to order by Chair Otto Benavides at 12:10 p.m. in the Education Building room # 499.

1. Minutes. MSC to approve the Minutes of 10/6/2008.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.

Brian Cotham, new director of Procurement, was introduced.

E. Nelson is finished with the data analysis from the Faculty survey last spring and will report next meeting (November 10<sup>th</sup>) of Academic Information Technology (AIT).

The Accessibility Awareness Fair was held on October 13, 2008.

4. Faculty Laptop Group – B. Auernheimer.

The committee was asked to designate a member to serve on the Faculty Laptop Group. R. Parker will serve on the Faculty Laptop Group overseeing the selection, planning, and rollout of the faculty laptops.

5. Computer Security Report – K. Moffitt.

An AIT ad hoc group met to discuss the problem of laptop theft prevention. Kathy presented some ideas on laptop theft prevention. Some ideas about a systematic approach to solving the problem discussed included:

- a. Publicize the data levels and data security policy (see note below).
- b. More intense public education regarding the need for data security.
- c. Creation of a secure partition on all university notebooks and education/help on how to use it.
- d. Encrypting all flash drives, external USB drives, and other portable storage - when those are likely to be used for sensitive data storage.
- e. Consider recommending an encryption program like Truecrypt or something equivalent.
- f. Consider a hardware solution for encryption instead of a software solution.
- g. Automatic backup (when re-docking and at regular interval).
- h. Labeling all portable devices with a business card or label with contact information on owner.
- i. Password protecting Word, Excel, Access, etc... files that have confidential information.
- j. Cable locks for laptops in offices.
- k. Always lock office door.
- l. All encryption passwords need to be escrowed somewhere.

R. Parker shared some ideas from the Information Security Committee. An Information Security policy document, which will become available soon, will address data encryption for laptops, flash drives, external USB hard drives, and mobile devices such as cell phones, PDAs. He suggested that we should focus on the possibility of automatic backup. Labeling and identifying the laptop and other devices, password protection could be included.

As the AIT Committee discussed these issues and ideas, a suggestion emerged to review policies and practices associated with faculty using laptops off campus (issues such as responsibility, loss or damage, insurance, etc.)

6. Academic Technology Advisory Committee (ATAC) Report.  
Chair O. Benavides

Otto gave an update on ATAC activities and current agenda items and projects.

MSC to adjourn (2:30 p.m.)

The next scheduled meeting of the Academic Information Technology Committee (AIT) will be November 10, 2008. An agenda will be sent out prior to the meeting.