

## EXECUTIVE COMMITTEE MINUTES

**Present:** Bearnes, Billesbach, Boudreau, Kolbe, Kopocis, Krehbiel, Lott, Minter, Zuckerman

**Absent:** Baesu, Eklund, Weissling

**Date:** Tuesday, May 17, 2022

**Location:** Nebraska Union, Platte River Room North

**Note:** These are not verbatim minutes. They are a summary of the discussions at the Executive Committee meeting as corrected by those participating.

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### 1.0 Call (*Minter*)

Minter called the meeting to order at 2:36 p.m.

### 2.0 Announcements

#### 2.1 2022-2023 Faculty Senate Meeting Format

Griffin reported that the results from the recent survey sent to senators showed that the majority prefer to have the Faculty Senate meetings during the 2022-2023 year conducted in a hybrid format. She noted that room reservations have been made for those wanting to attend in person and Zoom would be available for the meetings. She stated that the meeting schedule can be found on the Senate website <https://www.unl.edu/facultysenate/senate-meeting-schedule>.

### 3.0 Approval of May 3, 2022 Minutes

Minter asked for approval of the revised minutes. Billesbach moved and Kopocis seconded the motion. Motion approved by the Executive Committee.

### 4.0 Executive Memorandum 16 Concerns (CIO Tuttle)

Minter stated that she recently heard that the timeline for some of the IT changes has been reconfigured because of all of the concerns being raised by faculty members. CIO Tuttle reported that the timeline on the email portion of the changes has been pushed back to the end of December. He stated that the required security training for new employees will begin in July. He pointed out that the implementation timeline will be different on every campus due to the different needs, although there may be some things that have to be changed sooner because of legal or security reasons.

Billesbach asked if the push back on the timeline is an indication that some reconsiderations are being made about the proposed changes. CIO Tuttle pointed out that Executive Memorandum 16 has already been signed and is on Central Administration's website <https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/executive-memorandum/policy-for-responsible-use-of-university-computers-and-information-systems.pdf>. He noted that the policy will be reviewed again in another year. Billesbach asked if user input was considered with these changes. CIO Tuttle stated that faculty

would not be able to provide input until another year. He pointed out that changes to the policy only requires the President's signature and noted that because of the state of affairs in the world today there are some changes that are non-negotiable because of cyber security threats.

Zuckerman asked what the process will be for getting faculty feedback since they are endpoint users. CIO Tuttle stated that ITS will work with groups about safety issues, but he does not know if information would be gathered from all the different groups.

Zuckerman asked if the changes to Executive Memorandum 16 are the only option to addressing the cyber security issue. She pointed out that the new policy is much more intrusive to all sorts of data. CIO Tuttle stated that for some of the policy changes, it was the only option and that there was not a lot we could do about it. He pointed out that if we do not make the changes, we are leaving ourselves open for huge risks both financially and with our reputation. Zuckerman asked if these kinds of changes are occurring at our peer institutions. CIO Tuttle noted that he just came from a conference with our Big Ten peers, and they are facing the same situation although some of them can afford the higher liability insurance costs so they may have more options. He reported that some of the Big Ten universities have already reduced the number of systems that employees can use.

Billesbach asked if faculty member's research can be held harmless if they may be in violation of the new policy. He pointed out that some of the changes could possibly make faculty members lose their grants and be unable to do their work. CIO Tuttle stated that he would need to talk with Interim VC LaGrange about this and noted that the ITS budget is separate from the UNL budget.

Billesbach asked if he is having difficulty connecting his computer to CERN and it needs to be done that day, would ITS have the capability to do it. CIO Tuttle stated that ITS tries to provide this level of support and wants people to be able to do their work.

CIO Tuttle reported that Microsoft will stop all legacy email protocols beginning September 1. He stated that there are ways to still support some protocols such as Thunderbird, but modern authentication will be needed. He stated that by July 1, 2025, all duplicate systems and services will be deprovisioned.

Zuckerman asked how ITS envisions faculty members being able to collaborate with researchers at other institutions since the policy is stating that university information cannot be stored outside of the university. CIO Tuttle stated that the goal of ITS is not to interfere with collaborative research. He noted that if another university is hosting the data and a UNL faculty member can log into that data, it would not be a problem. He stated that a faculty member could give access to a OneDrive file if the faculty member from another institution has an agreement with Microsoft. He reported that the university is discouraging people from using a separate account such as Dropbox to conduct university business because there is no way the university can protect it and to make it secure. He pointed out that people would also want to be careful mixing personal

documents with university documents because if a FOIA request is made the university could search the personal files as well as the university files. He stated that people should not mix their work computer with their personal files.

Kolbe pointed out that many faculty members cannot work on a university laptop because it is not powerful enough, so they use their own computer. He noted that there was some discussion at the Faculty Senate meeting regarding the use of modern authentication tools. CIO Tuttle stated that there needs to be conversations within the departments about the need to keep computers up to date. He reported that low and medium risk data are not so much of a concern and people can still use their own device, but the recommendation would be not to store data on your personal computer.

Kolbe asked how the new policy will affect the way some classrooms operate. In some classes the students need to be shown data and other information that is outside of the university. CIO Tuttle stated that we need to be careful of using any enterprise system that requires students to create an account. He noted that all software in a classroom needs to go through a process to make sure that it is safe and secure. Kolbe pointed out that the policy should not stymie teaching and research and some departments individually pay for some apps for their professors. CIO Tuttle noted that if there is an app that is a great tool for a class, the instructor or department should reach out to him to discuss it. He isn't saying that it can't be used, but ITS wants to make sure it is a secure app, although he noted that if it is an app that the university doesn't support, ITS could not provide support for it if needed.

Kopocis stated that she knows of some faculty members who use Google Classroom and asked if they will no longer be able to use it. CIO Tuttle stated that there will be an exception process and ITS will work with a department through this process. He noted that if there is no pedagogical reason for the use of a software program, it would not be granted an exception. He pointed out that if the data in a software program is compromised the university would not be able to provide any assistance. Kopocis stated that her department uses Google Classroom for outreach to students in middle school, high school, and some of the reservations in South Dakota, and asked if using Google Classroom for these students would be a problem. CIO Tuttle stated that if Google Classroom is being used because it is what is being used in the students' classrooms it seems to be a logical reason for an exception. He reported that the university has created a Canvas catalog for non-credit courses that could also be used.

Billesbach asked if the policy changes apply to equipment bought by research grants. CIO Tuttle stated that the policy covers research equipment regardless of where the funds originated. Billesbach noted that a lot more people are using Linux operating systems and asked if the policies effect those using it. CIO Tuttle stated that anyone using Linux will have to sign a document stating that they are protecting their device from cyber security breaches. He pointed out that there is not a good management system to cover all of the different operating systems in Linux. Billesbach asked if this applies to all other non-windows operating systems. CIO Tuttle stated that it does.

Minter asked what the communication strategy is for notifying the campus of these changes. CIO Tuttle reported that initially some communications will be sent and there is a website that will soon be ready. He noted that there will also be some targeted and general campuswide communication and the goal is to continue communication from late September through the end of December. He stated that ITS would appreciate getting help in spreading the communications.

Minter asked if the Senate's Information and Technologies Services Committee (ITSC) was consulted when the policy changes were being considered. CIO Tuttle stated that the Committee was not in the depths of the policy change itself, but it was the first group he spoke to after he met with the Chancellor's leadership team. He noted that he speaks with the ITSC first about IT issues before he speaks to the Executive Committee or the full Senate.

Minter stated that the changes, and communicating them to the campus community, is a huge undertaking and to make these changes with so little feedback from the users seems daunting. Billesbach pointed out that now would be a good time to implement a two-way channel between the campuses and Central's ITS because there is currently no way for faculty members to voice their concerns. CIO Tuttle agreed that there needs to be better communication and said we need to figure out how more detailed information could be forwarded sooner to ITS. He pointed out that the other question is how we can make sure the faculty receive communications in a timely manner.

## **5.0 Unfinished Business**

### **5.1 Professional Code of Conduct (Minter)**

Minter reported that she met with AVC Walker and Director of Faculty Development Hanrahan to review the draft Professional Code of Conduct and noted that they did provide some suggested revisions. She stated that AVC Walker did have some questions regarding the way the term faculty is used in the document because she felt that the document is not clear that faculty would include Extension Educators. Also, the document asserts that everyone has academic freedom, but is incorrect and misleading in making the term "faculty" so broad as to include, for example, graduate students which the by-laws do not recognize as faculty. Kopocis asked if AVC Walker had an opinion on how graduate teaching assistants and graduate research assistants should be classified. Minter stated that AVC Walker did not have an opinion but cautioned that the document needs to be consistent and not in conflict with existing policies. Minter stated that AVC Walker suggested sharing the Code with Dean Hope of Graduate Studies. Kopocis pointed out that if graduate teaching and/or research assistants are going to be held to a standard it should be stipulated in their letter of offer. Kolbe stated that it might be easier if Graduate Studies created a code of conduct for graduate students that would be a hybrid with the Student Code of Conduct and the faculty Professional Code of Conduct. Minter pointed out that since graduate teaching/research assistants are also employees, this complicates things. Billesbach suggested that a statement could be developed that graduate teaching/research assistants would need to abide by both the faculty's Professional Code of Conduct, and the Student Code on Conduct. Zuckerman stated that

this would be a good idea and noted that graduate teaching assistants are instructors of record, and we need to determine how best to protect them.

Minter reported that AVC Walker also would like to see bullying more clearly identified in the document as some acts of bullying are not necessarily someone trying to coerce another person. Minter said that she is not aware of whether there is a policy at the NU system level about bullying and that the Executive Committee needs to be careful so that it does not create a new policy.

Billesbach questioned what authority the Code would have and stated that it seems to be more of a recommendation for behavior and not codified in any official NU or UNL Bylaws. Minter noted that AVC Walker mentioned that she was unclear what the relationships would be between the Code and the Regents Bylaws.

Minter stated that she would make further revisions based on the Executive Committee's feedback and she will upload the revised document for the Committee to review and discuss at its next meeting. She stated that she would contact Dean Hope to discuss the ideas raised about graduate students.

## **5.2 Information Technologies and Services Committee Survey**

Minter reported that she followed up with ITSC chair Professor Nixon who agreed that it would be better to postpone conducting a survey with the changes being made to IT policies and Executive Memorandum 16. She stated that a reassessment will be done about conducting a survey after the Committee gets a better sense of the IT changes that are coming.

Minter stated that she has reached out to the Faculty Senate Presidents of the other campuses noting that the UNO President is new so and is just getting up to speed, but the UNK Senate President said that their Senate has discussed concerns about the IT policy changes and that he talked with Provost Gold about privacy concerns.

## **6.0 New Business**

### **6.1 Update on Correspondence**

Minter reported that she received an email message from a faculty member asking if the Executive Committee was considering making a statement regarding the recently leaked SCOTUS document. She noted that she told the faculty member that the Faculty Senate has historically not made statements about political issues, and the Executive Committee felt that it needs to adhere to its charge which is to deal with curriculum matters that affect the colleges.

Minter stated that she received an email message from a faculty member pointing out that the summer 2023 calendar shows that the 8-week summer session will now start 3 weeks later due to the J-term interim session. Zuckerman pointed out that this change negatively impacts her department because their 8-week session is taken by many Nebraska teachers who need to return to their offices in July before the 2023 summer

session will be over. The Executive Committee agreed to discuss with EVC Ankerson the impact of the change.

## **6.2 Agenda Items for Chancellor Green/EVC Ankerson/VC Boehm**

The Executive Committee identified the following agenda items for the administrators:

- With gas prices soaring what is being done to address the mileage and per diem rates?
- Are there contingency plans for conducting Covid testing for the fall semester? Will there be smaller versions of Covid testing available over the summer since there will be summer camps and classes occurring? Is there a back-up plan ready if needed?
- Future of Work Taskforce Update
- 2023 Summer Dates – Conflicts for some units

## **6.3 Possible Revisions to Syllabus Template (Kopocis)**

Kopocis reported that the Director of Graduate Student Support in Graduate Studies, Eva Bachman, has pointed out that in the graduate catalog there is language that states that dual level courses, such as 400-800 courses, are expected to have differentiated content, learning goals, and assessment levels, and asked if the language could be included on the fillable syllabus template. Minter suggested that the language include clarification of what constitutes a dual level course. Kopocis agreed with the clarification. Minter moved that the Executive Committee accept the language to revise the fillable syllabus template. Kolbe seconded the motion which was then approved by the Executive Committee.

The meeting was adjourned at 4:57 p.m. The next meeting of the Executive Committee will be on Tuesday, May 31, 2022, at 2:30 pm. The meeting will be held in 201 Canfield Administration. The minutes are respectfully submitted by Karen Griffin, Coordinator and Signe Boudreau, Secretary.