1. Call to Order
2. Roll Call

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Director Kangas | **X** |  |  |
| Vice Chair Reed | **X** |  |  |
| Senator Samudrala | **X** |  |  |
| Senator O’Leske | **X** |  |  |
| Advisor Traxler |  |  | **X** |
| Advisor Dunbar | **X** |  |  |
| Advisor Richartz |  |  | **X** |

1. Open Forum
2. Approval of the Minutes
   1. Approved 3-0-0
3. Unfinished Business
   1. Committee goals for the remaining academic year
      1. Faculty/Staff review
         * Department bylaws determine how faculty/staff are reviewed
         * Personnel committee
         * Instructional staff members (non-tenure) report directly to department chair
         * Faculty members are evaluated by the personnel committee of their peers
         * Tenure review is annual
      2. Student information security awareness
         * What should the students know?: rights as a student, policy around software approval, data privacy act, FERPA
         * Condense what students should know
         * Partner with SSA outreach, Disability services, IRS, estout, helpdesk
         * Having a person who is knowledgeable about student policy
         * FERPA
           1. Information security – FERPA
           2. How are students informed about FERPA?
           3. Department of education 1974
           4. What is an “educational record”?
           5. Who is a dependent?
           6. People in class have lawful rights to see part of another student’s education records or coursework.
           7. Online class: discussion and creations are examples of educational records.
           8. “Course combines” putting two sections into one group. Undergrad/grad sections combine, as well.
           9. Instructors should not be able to have access to your educational records from 3rd party software
           10. “deidentification” can be used to share educational records.
           11. Emails sent between professors and students are protected.
           12. Art students can have their art put on the wall without their permission. Math students need their permission before putting their math test on the wall.
           13. “there’s always gray area”
           14. Intellectual property “everything you create and develop at the university is owned by you.”
         * People about University have all of this knowledge but how do we communication.
         * Student advocacy group worldwide about student rights in IP & policy changes
         * Stout chooses to give up material argument
         * Imagine how much IP one student creates
         * Privacy rights (citizen & student) (WI, federal)
         * FERPA and privacy
         * Intellectual property
         * Software is not vetted
         * Agreement with Google so that students data isn’t taken by google if it’s embedded in Canvas.
   2. Campus Print Management
      1. Pushed to next week.
4. New Business
5. Announcements
6. Adjourn