



Ad Hoc Faculty Senate IT Committee Meeting

5 June 2023

10:00 AM, 1008B Center for Computation and Technology

Minutes of the Meeting

I. Call to Order: Singh called meeting to order at 10:00 am

II. Roll Call

Present: Param Singh (Chair), Gerry Knapp, Juana Moreno, Craig Woolley (Ex-officio), Sumit Jain (Ex-officio), Scott Baldrige (special advisor)

Absent: Ken Lopata, Sam Robison

III. Public Comments: None

IV. Ad Hoc FS IT Meeting Minutes Approval from 2 June 2023: After minor amendments Knapp moved to approve minutes. Moreno seconded. Passed unanimously.

V. Chair's Updates: None

VI. Unfinished Business

- Discussion on IT Policy PS-121
 - Jain discussed adding statements about exceptions process. Knapp moved to add following statements at the end of PS-121 main document along with all other policy documents except in PS-120:
 - “Please refer PS-120-ST-4 for additional information related to exceptions.
 - Please refer PS-120 for additional information related to Policies and Standards non-compliance.”
 - Moreno seconded. Passed unanimously.
 - Discussion on PS-121-ST3(B1a(i)) regarding software downloadable from the operating system vendor or a designated distributor. Jain mentioned difficulties in allowing this as it will include all software such as in Microsoft or Apple store. Singh asked about exemptions for software such as Xcode. PS-121-ST3(B1a(i)) kept unmodified from previous meeting as: “Software bundled with operating system acquisition that are governed by licensing terms of the operating system itself.”
 - Jain offered to file IT-100 form for Xcode for LSUAM.
 - After some discussion on VoIP led by Moreno, definition of DCS revised as “DCS is any digital service/application that allows two or more people to communicate via text, audio, video, or any combination of these, but does not include communication services provided by a cellular, landline, or Voice-over-IP (VoIP) service provider or by the associated telephone device vendor. Examples include, but are not limited to, email, instant messaging, IRC, video conferencing software or websites, etc.”

- Definition of Software as a Service added as “The capability provided to a consumer to access or use a provider’s application running in a cloud infrastructure. SaaS can also be referred to as Cloud Application.”
- Discussion on freeware for academic research purposes and allowing freeware for non-administrative academic purposes. PS-121-ST3(B1a(iv)) changed to “Legally obtained freeware (i.e., no cost non-open-source software) acquired for non-administrative academic purposes in an individual, non-instructional setting in accordance with all license terms and conditions provided the license moreover:
 1. allows for the software to be utilized by an enterprise entity such as LSUAM and is not exclusively a personal use license.
 2. allows for the data being utilized within the software to remain under the ownership of the University and/or appropriate Data Functional Owner and is not subject to any ownership rights by the manufacturer/provider of the freeware software.”
- Singh asked if PS-121-ST3(B2) forbids usage of personal Dropbox or Google Drive to store non-private and non-confidential data. Craig and Jain replied that such a usage does not contradict any policy.
- Based on extensive discussions in previous meetings committee modified PS-121-ST3 section B from “Software installation, usage, and removal” to “Software acquisition” and made following changes:
 - a. Subsection B.1. was added called “Software installation and usage”.
 - b. Section B.1. was significantly modified and contains the following:
 - i. “As per PM-50, any software, regardless of type (freeware, licensed, and/or open source), must not be installed on any University owned IT assets, without appropriate review and approval as outlined in the University processes for Software Acquisition. Pre-approved exceptions that do not require submission through the University process for Software Acquisition:
 1. Software bundled with operating system acquisition that are governed by licensing terms of the operating system itself.
 2. Software components, included with purchased hardware (or to be downloaded from the hardware manufacturer or designated distributor), designed specifically for the purpose of enabling the functionality of that purchased hardware when utilized in accordance with the associated license. At the time of acquisition, operating system, and software components, must be the supported by their manufacturer(s).
 3. Legally obtained software for evaluation purposes in an individual, non-instructional setting for at most 30 days , provided the individual complies with all terms and conditions of the vendor’s license.
 4. Legally obtained freeware (i.e., no cost non-open-source software) acquired for non-administrative academic purposes in an individual, non-instructional setting in accordance with all license terms and conditions provided the license moreover:
 - a. allows for the software to be utilized by an enterprise entity such as LSUAM and is not exclusively a personal use license.
 - b. allows for the data being utilized within the software to remain under the ownership of the University and/or appropriate Data Functional Owner and is not subject to any ownership rights by the manufacturer/provider of the freeware software.
 5. Legally obtained open-source software for an individual, non-instructional setting, provided it is used solely in accordance with all terms of any accompanying license, including terms and conditions including but not limited to, modification, distribution, etc.
 - a. Note: When students are instructed to use open-source software for course work, such software must comply with PS-31 (Digital Resources and Content Accessibility) and follow Software Acquisition process.

6. Legally obtained codes developed and/or utilized for research or instructional purposes used solely in accordance with all terms of any accompanying license or instructions.
 - a. Note: Any codes provided to students in an instructional setting should be in compliance with PS-31.
 7. Legally obtained libraries (e.g., R package, Python module, C library, etc.) used in programming activities, used solely in accordance with all terms of any accompanying license.
 8. Any software that has been approved as part of Software Acquisition Process and is on the current list of approved software published by ITS for the intended use case (e.g., instructional, administrative, research, etc.).”
- c. Section B.2. was added with the following title “Software as a Service (SaaS) acquisition”, with the following content:
- i. For the purposes of this policy SaaS does not include social media sites (e.g., LinkedIn, Facebook, etc.); however, any business subscriptions for such sites are in scope (e.g., LinkedIn Recruiter).
 - ii. As per PM-50, software subscriptions/licenses for any cloud applications, regardless of cost, utilized to conduct university business that involve private and/or confidential data or purchased using University funds must not be utilized and/or acquired without appropriate review and approval as outlined in the University processes for Software Acquisition. Cloud applications must be utilized in accordance with all license terms and conditions provided the license moreover:
 1. Allows for the cloud applications to be utilized by an enterprise entity such as LSUAM and is not exclusively a personal use license.
 2. Allows for the data being utilized within the cloud application to remain under the ownership of the University and/or appropriate Data Functional Owner and is not subject to any ownership rights by the cloud application provider.
- d. Section B.3 was modified as below – “Users must not disable or uninstall endpoint protection software on any University owned IT asset. Users and/or appropriate support personnel can coordinate with LSU IT Security and Policy Team (ITSP) to temporarily disable endpoint protection software for troubleshooting purposes or to add exceptions for specific applications.”
- Based on lengthy discussions in previous meetings, PS-121-ST3 Section E points 1 through 4 were modified as below:
- e. Use of DCS for University business is subject to all University policies.
 - f. When using DCS to conduct University business, and when the communication is initiated by an LSU user, University provided and/or approved DCS should be utilized. When using DCS to conduct University business involving private and/or confidential data, and when the communication is initiated by an LSU user, University provided and/or approved DCS must be utilized.
 - g. As per L.R.S 44:1, communications through DCS related to university business can be subject to public records or legal requests and it is the responsibility of the University and/or individual users to respond to such requests appropriately.
 - h. Users must not utilize University provided DCS to intentionally access, create, transmit, print, or download material that is defamatory, obscene, fraudulent, harassing (including uninvited amorous or sexual messages), threatening, incites violence, or contains slurs, epithets, or anything that may be reasonably construed as harassment or disparagement based on race, color, national origin, gender, sexual orientation, age, disability, or religion or to access, send, receive, or solicit sexually oriented messages or images or any other communication prohibited by law or other University policies or directives. Academic activities, including research, that engage with such content are allowed provided such activities do not violate any University policies, local, state, or federal law.
- Knapp moved to approve PS-121 sans definition of assets and statements on privately purchased software. Moreno seconded. Passed unanimously.
- Discussion on IT Policy PS-126
 - Singh asked Jain to give examples for encryption at rest and in motion in PS-121.

- Committee asked to clarify proprietary data encryption methods since it can be confused with commercial. Knapp asked if we can state it as NIST approved.
- Discussion on encryption versus decryption keys in PS-126.
- Discussion on whether encryption keys of public and/or proprietary data need same level of security as those of private and/or confidential data. Jain replied that encryption keys are confidential. ITS does not expect public and/or proprietary data to be encrypted. The policy statement PS-126 is meant for encryption of private and/or confidential data.
- Lengthy discussion on efficient and seamless encryption for Linux systems and how to bring these assets compliant with encryption policy. Jain would investigate possible solutions.

The meeting was adjourned at 11:45 am.