



Attendees:

Area	Name	Attended/Absent	Area	Name	Attended/Absent
Advancement	Jamie Orsini	Attended	Provost Office Representatives	David Slavsky	Attended
Enrollment Management & Student Success	Paul Roberts	Absent	HR	Winifred Williams Danielle Hanson	Attended Attended
Facilities	Kana Henning	Attended	ITS/Facilitator	Susan Malisch	Attended
Finance	Wayne Magdziarz Teresa Krafcsin	Attended Attended	ITS	Jim Sibenaller	Attended
President’s Office	Tom Kelly	Attended	Student Development	Jane Neufeld	Attended
Provost	Margaret Callahan	Absent			

Welcome, Meeting Purpose & Agenda

The minutes from the June 20, 2018 meeting were approved as written. The agenda for June 20, 2018 includes revisit of the ITESC Committee membership and Information Security Improvements

ITESC Committee Membership – S. Malisch

Susan explained there are two membership gaps in the IT Executive Committee with an absence of UMC and the Provost Office. Tom suggested waiting on the UMC representation until a permanent staff member is in place. Susan advised she would discuss the Provost and HSD representative solutions with Margaret offline. In addition to the ITESC, there are some gaps in membership within the four committees under the IT Executive Steering committee.

Due to the retirement of Carol Scheidenhelm, the Academic Technology Committee needs a new Chair and a review of membership. Each school and academic area has representation to provide input and guidance on academic technology topics for what is being adopted or recommended across the University. Susan will follow up with Margaret after the start of school to identify a new Chair.

Business Intelligence Steering Committee. This new committee was formed due to the growing need to have institutional data reported in a more meaningful and useful way. The Co-Chairs are David Slavsky from OIE/SOE and Tony Vavarutsos, Manager, ITS Business Intelligence and Data Warehouse. The last nine months have been focused on developing the Revenue to Expense model. Tony and David have begun to discuss rotating one or two professional school members with other academic and student area members. Jo Beth D’Agostino and Shannon Howes were recommended along with someone from Financial Aid and Finance. In addition, project requests are coming in from several areas and the BISC will begin prioritizing these proposed projects.

The Project Review Board is an existing committee now chaired by Jim Sibenaller and Bruce Montes with the retirement of Kevin Smith. The PRB reviews and prioritizes project portfolio requests. The final prioritization is confirmed by the ITESC in June and December. The committee will likely add 4-5 key education and functional business area representatives to encompass a broader view of the portfolio. The existing PRB will also invite guests to meetings as appropriate to represent their projects on an as-needed basis.

Suggested membership includes a staff member from these areas:

- Facilities
- Provost Office
- Student Development - Shannon Howes
- Advising - Shawna Cooper-Gibson/Betsy Burns
- HR - Danielle Hanson

The Information Security Advisory Council is chaired by Jim Pardonek, University Information Security Officer and is currently reviewing their membership. The membership should be comprised of staff, faculty and a student representative. Jane advised Tim Love could help with the student rep and other suggested staff and faculty included:

- Risk Management – Karen Cornelius
- Finance – Becky Gomez as an alternate to Cory O’Brien
- Faculty/researchers - Computer Science/Cyber Security - Mark Albert
- HR – Danielle Hanson as an alternate

Information Security Improvements – J. Sibenaller

Due to the recent security incidents, Jim explained the improvements that have been or will be implemented over the next several months. Awareness training is moving from an optional offering to required training. Three of the proposed improvements overlap/apply to each incident and two were already planned.

Mandatory Information Security Training for all high risk areas and for faculty and staff was approved by the Cabinet. The high risk areas are defined by who has access to bulk data. HR is piloting the training to offer feedback on which topics are most useful to include. At present, the high risk areas include; Office of Institutional Research, Office of Student Conduct & Conflict Resolution, Advising, and Deans/Assistant Deans. ITESC members were asked to comment if they are aware of other areas that may be defined as high risk and should be part of these targeted training groups. Mandatory training for faculty and staff groups will be in the fall and spring and there will be new video topics each time to expand awareness.

ITS has also purchased new software to allow focused and random Phish testing to help identify areas of weakness that will inform future trainings.



Data Loss Prevention (DLP) will give us specific insight on what is protected across our network and we can choose if it should be flagged, monitored or stopped. Especially when it leaves our network. A large working group is currently working on creating processes

Multi-Factor Authentication minimizes password dependency creating a 2-factor authentication to access critical applications that are available through the internet/public facing. Loyola Secure Access (VPN) will improve by eliminating email as part of the 2-factor authentication and require routine PIN changes.

“How-to” instructions for key University processes involving certain types of data will no longer be available to the public. A new location for these instructions will be identified on the website.

Two of the remaining recommendations include removing the auto forward feature in Outlook email (faculty frequently use auto-forwarding to other email providers (gmail, yahoo etc..), and removing the ability to self-install software on individual PC’s (meaning a member of ITS will be required if any software is needed). Both of these recommendations have broader impact and more discussion will be required on the impact and implications before moving them forward.

There was a discussion on how to go forward with these recommendations. It was suggested to bring these issues and present at Dean’s Council for further discussion.

Next meeting – Thursday, October 25 2018 – 1:30-3:30 – GC West | LT 1704 | and via Zoom tele/video conference.

Respectively submitted by;
Sondra Heine