

ITCC Annual Report 2006 – 2007

The ITCC met in August 2006 to discuss leadership and related issues. It elected new leadership in October 2006 by email ballot: Chair, Don Wunsch, Secretary, Barry Flachsbart. In December 2006, again by email ballot, the position of Vice Chair was created and Frank Liu was elected.

The ITCC experimented with several meeting formats during the year. It held a 7.5 hour retreat in December 2006, a half-day open forum on April 26, 2007, and met for 1.5 hours on February 14, 2007 and just over 1 hour on April 11 2007. At the April 26 meeting ITCC members agreed to retain the retreat and open forum but to schedule monthly meetings during the academic year, except for August and May.

The ITCC membership list for 2006-7 and the current list for 2007-8 are appended at the end of this report. The ITCC membership list was reviewed and updated and members and their department chairs were reminded that each department should elect one member to the ITCC annually. We also established (by 14-1-1 vote at the February meeting) a rule for quorum that until further streamlining of ITCC is achieved, a quorum shall exist for agenda items identified in a properly called meeting. [Seven day advance notice of the agenda.] This is similar to the rule adopted by some other large campus committees.

Several topics were the subject of ongoing dialogue between the ITCC and IT:

Detailed discussions of the IT Budget

ITCC Members were invited to attend periodic internal IT Business Review meetings

The IT Strategic Plan

Computer Security

Reports on compromise of Social Security Numbers by the University of Missouri System

Privacy Policy

The Impact of Digital Millennium Copyright Act violations notices and litigation threats

Classroom Technology Rollout: Computer, Speakers, Overhead LCD Projector, USB, Laptop Port

Classroom “Clicker” Interactive Technology

The hiring of an Educational Technology Specialist and an Instructional Design Specialist

The rollout of Documentum for UMR’s information repository

The major impact of the name change on IT

Opposition to the concept of outsourcing email services (Unanimously passed resolution in support of Student Council position on the issue).

Cluster computing on campus.

VOIP rollout, its functionality and impact

The relationship between UMR IT and UM System IT

The Privacy Policy discussions were held throughout the year, first in the Computer Security Task Force, then reviewed by the full ITCC. At the April 26 meeting, the attached document was approved as the working policy pending further edits, and was referred back to the Computer Security Task Force for further review. Only cosmetic changes were made. At the first meeting of the 2007-8 academic year, September 12, 2007, the document was approved to be sent to UM legal for review, with the intent to make it the formal policy.

In May 2007, Interim CIO Brian Buege resigned. The Chancellor and Provost appointed a search committee and the search for a new CIO has progressed rapidly. ITCC Chair Don Wunsch chairs the Search Committee, and ITCC Vice Chair Frank Liu is Vice Chair of the Search Committee. We had an strong slate of over 80 applicants and have invited three outstanding finalists to campus. We expect a new CIO to be appointed soon.

Respectfully Submitted,

Don Wunsch, Chair, ITCC

Appendix A

ITCC Membership as of September 19, 2007

Name	Email	Representing
Anderson, Ryan	andersr	*Physical Education
Blum, Frank	fblum	Chemistry
Crosbie, Al	crosbie	Mechanical & Aerospace Engineering
Davis, Michael	davismc	Economics & Finance
Dogan, Fatih	doganf	Material Science & Engineering
Frank, Ron	rfrank	Biological Sciences
Gao, Steve	sgao	Geological Sciences & Engineering
Ge, Louis	geyun	Civil, Arch. & Environmental Eng
Grantham Lough, Katie	kag	Interdisciplinary Engineering
Groenke, Beth	brg427	*Student Council President
Gross, Elliot	emg2m9	*Student Council IT Chair
Houston, Tony	ahouston	Arts, Languages & Philosophy
Insall, Matt	insall	Mathematics & Statistics
Isaac, Tseggai	tseggai	History & Political Science
Liu, Frank	fliu	Computer Science
Malone, Ed	malonee	English & Technical Communication
McLane, Angela	mclaneal	*Aerospace Studies/Air Force ROTC
Mueller, Gary	gmuller	Mining & Nuclear Engineering
Nelson, Michael	nelsonmd	Psychology
Pense, Chad	pensec	*Military Science / Army ROTC
Ragsdell, Kenneth	ragsdell	Engineering Mgt & Systems Eng.
Sitton, Oliver	ocs	Chemical & Biological Engineering
William Kehr		Business Administration
Vojta, Thomas	vojtat	Physics
Wunsch, Don	dwunsch	Electrical & Computer Engineering
<i>pending</i>		*Graduate Student Council
Utrecht, Dan	uetrecht	Ex Officio - Interim CIO, IT
Malott, Steve	malott	Ex Officio - Vice Chan. Admin Services
Wray, Warren K	wkwray	Ex Officio - Provost & Exec. Vice Chan.
Bax, John	baxj	Non-Voting Attendee - IT
Brady, Meg	megbrady	Non-Voting Attendee - IT
Carter, James	jmchw2	Non-Voting Attendee - Student Council
Kreuger, Todd	kreugert	Non-Voting Attendee - IT

Robinson, Charles	cdr273	Non-Voting Attendee - Student Council
Seguin, John	seguin	Non-Voting Attendee - Library
Stewart, Andy	astewart	Non-Voting Attendee - Library
Trish, Margaret	trishm	Non-Voting Attendee - Library

* Not one of the "nominal 20" Academic Departments

Appendix B

ITCC membership as of September 26, 2006

Hale, Barbara N.; Buege, Brian W.; Malott, Steve; Wray, Warren K.; McLane, Angela L.; Wolfe, Kristy; Frank, Ronald L.; Dogan, Fatih; Sitton, Oliver C.; Blum, Frank D.; Ge, Yu-Ning (Louis); Liu, Xiaoqing Frank; Davis, Michael; Wunsch, Donald C.; Ramakrishnan, Sreeram; Malone, Edward; Atekwana, Eliot A.; Flachsbart, Barry B.; Isaac, Tseggai; 'sudar@umr.edu'; Roe, Robert Paul; Crosbie, Al; Pense, Chad; Mueller, Gary Edward; Kramme, Joel Irwin; Anderson, Ryan; Vojta, Thomas; Nelson, Michael D.; Carter, James Michael (UMR-Student); Robinson, Charles D.; Huchingson, Lauren Christine (UMR-Student); Sibley, Adam Justin (UMR-Student)

Appendix C

[All references to University of Missouri Rolla or its acronym will automatically be considered changed to Missouri University of Science and Technology, or its acronym, on January 1, 2008.

Major portions of this document have been adapted or taken verbatim from the March 2005 UMKC Policy on Privacy in the Use of University Communication Systems]

UMR Policy on Privacy in the Use of University Computing and Communications Systems

The University of Missouri Rolla affirms that fulfilling the academic mission of a university requires unfettered freedom of thought and expression. The University is a community dedicated to the life of the mind and to the free and open exchange of ideas. The teaching, research, service, learning and support activities conducted by faculty, students, administration and staff members require the use of communications and computing systems, which are owned by the University. We recognize that these activities are not possible without the expectation of privacy and confidentiality. Thus, we recognize the individual's right to privacy to the fullest extent possible under applicable laws.

The University community realizes that as more information is used in electronic form, serious concerns over possible unauthorized information access and invasion of privacy increase. This is particularly important in that assigned duties can often entail access to sensitive information. In particular, authorized Information Technology (IT) employees must be enabled to take timely actions to protect the integrity of computing and communications systems and comply with the law. The procedures and notifications involved in such access are delineated in the Designated Approving Authority section below, which is designed to delineate expectations of privacy by authorized users of computing and communications systems. It is also designed to protect the rights of these users and the University.

IT and other employees with access to private information must understand that using such access is explicitly prohibited unless it is unavoidable in the conduct of assigned duties.

Furthermore, employees are able to refuse requests for private information by referring the request to the Designated Approving Authority described below.

The following basic tenets will be adhered to:

- The University recognizes that all authorized users of university computing and communications equipment have a right of privacy in such use.
- Privacy, confidentiality, and freedom of thought and expression shall be paramount.
- The University will maintain a functional computing and communications system available to all authorized users and will protect and respect their privacy.
- Authorized users are defined as faculty, staff, students, and guest users with permission.
- Any release of private information shall be in accordance with the Designated Approving Authority section below.

Designated Approving Authority

Part 1. Computer and communications systems forensics required by law.

The University's IT organization will comply with legal requirements such as subpoenas, search warrants, and other actions compelled by law. Nothing in the University's policies shall be construed to circumvent this principle. The CIO, Provost, Chancellor, and Academic Council President shall be informed of such activities if informing them is permitted by law. Authorized users of affected systems will also be informed if permitted by law.

Part 2. All other forensic investigations.

To ensure privacy of network communications and computer usage, all campus forensic investigations which are not break/fix or network stability issues must be authorized by the appropriate Designated Approving Authority (DAA) as indicated below. The authorization will also define the scope of the investigation and time limit for the investigation to be conducted.

Investigations of operational issues (break/fix) or network stability issues are part of the day-to-day operations of the office of Information Systems Security and are allowed to be conducted

without being authorized. To clarify exactly what this means, personnel are allowed to conduct investigations in the cases where:

- Network anomalies are occurring and threaten the stability of the network
- Intrusion Detection system operation with very limited rules to indicate threats to the campus network.
- Network/systems vulnerability checking
- University owned equipment involved in above situations, personnel will attempt to contact primary user of the system first, but if they are not available, security personnel are allowed to examine the system for the exact cause of the anomaly to stop the problem.
- Personally owned systems are examined only with owner permission.

Any information accidentally encountered during these scenarios will be ignored, with the exception of violations of law, such as child pornography. If such violations are encountered, the matter will be promptly turned over to the appropriate governing body for their review.

All personnel in the office of Information Systems Security must abide by this policy and any violations of this policy by IT staff will be reviewed by the Chief Information Officer and HR Director for possible sanctions.

Scope

This policy applies to personnel trained and authorized to perform network and computer forensics services.

Authorized Approving Individuals

The Designated Approving Authority for the University of Missouri – Rolla Campus can be one or more of the following and the groups they are limited to authorize a request for are:

Authorized Approving Authority	Limited To
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Faculty committee: One designee of Chancellor or Provost; One department Chair, Three faculty members selected by Academic Council.	faculty
One Designee of the Human Resource Director, Two staff members selected by Staff Council Two faculty members from the group listed above	staff
One designee of the Vice Chancellor of Student Affairs, Two student members selected by the Student Government Two faculty members from the group listed above	students

Collection Rule

As information stored on systems or storage media can be very time critical, any of the above may also issue a data collection only approval, and later issue a forensics authorization. Also, in cases where time is critical and the above Designated Approving Authorities are unavailable, the Chief Information Officer (CIO) or designee may authorize a request to collect material only with no possible forensics being conducted until the proper DAA is available. The CIO or designee must also notify the appropriate primary approving authority of the collection. Also in this case, if the Chief Information Officer elects to use a designee, the designee cannot be any person(s) directly involved with the forensic process. Under this situation, formal approval will be solicited from the appropriate primary approving authority at the earliest feasible time.

Exceptions to the Collections Rule:

No DAA requirement is required for doing full disk image backup and email backup with non-friendly termination. This is part of the standard procedure to ensure as much data is retained in

case of litigations with a non-friendly termination and is for liability protection of the University. Any forensics conducted on these backups will require a DAA authorization before the forensics may be initiated. All such backups must be destroyed after 12 months if no litigation appears to be imminent.

Scope of Request

The scope of the forensic items covered by this authorization is:

- The scope of the information requested needs to be specified at the time it is made – no open ended requests are allowed.
- Full network packet capture and analysis of an individual system(s)

- Forensics investigation of a University owned system or a group of systems and/or storage media, such as hard drives, USB memory device, CD, etc. Only a Law Enforcement request may be issued for a personally owned system or storage media.

- Forensic analysis of network storage such as email or the University supplied network file storage system.

- A time period not to exceed 30 calendar days per authorization.

Appeal

If possible in the context of any approved forensic collection, authorized users may appeal the decision of the Authorized Approving Authority above to the following bodies:

Appeal to	Limited To
Chancellor or Provost; Rules, Procedures and Agenda Committee of Academic Council.	faculty
Human Resource Director, Staff Council	staff
Vice Chancellor of Student Affairs, President and Vice President of Student	students

Government	
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References:

None.