

Subject: LMIS Minutes 3/6/18 (and 2/20/18)  
From: Wade Hands

Present: Jane Carlin, Kate Cohn, Ann M. Gleason, D. Wade Hands, Sue Hannaford,  
David C. Latimer, Lisa F. Wood

Minutes approved from (2/6/18).

Sue led the discussion of the main points of the 2/20/18 meeting, particularly the discussion with Michael Judd, TS Information Security Manager:

1. We should err on the side of caution and treat all e-mail as falling under FERPA rules.
2. Candidates and prospective students are protected by FERPA. Use email for all such items because all e-mail protected.
3. Lisa and Ann discussed the storage issue. There are questions about where to store, but it was clear that we should not put email on a shared drive. We should provide a list of places to store various items with information about the level of security.
4. Lisa: Judd said e-mail cannot be confidential. Jane: confidential means to the recipient, not FERPA. There is a difference between confidential (i.e. do not share) vs. legal confidential (FERPA, HIPPA log in, etc.). There are two different kinds of "confidential" and we need to be clear and informative about which is which, why, and what needs to be done with each. Lisa: we want people to use this document and they need accurate information.
6. David: There seems to be some disagreement about informing people about the confidentiality of email. The best practice information is not about legal issues, but the general limits and responsibilities associated email.
7. Ann: Jeremy and Michael are focusing on the legal risk access. Lisa discussed why she never responds to risky things by email. The safest thing is to have a good rule and stick with it. Ann: email policy already exists about passwords. Students already have an in depth policy; we need one for faculty. Lisa: using UPS email for business or political activity is definitely out and all university business should be on email. Someone may think that since you use UPS email you are therefore a representative of the university, so we need to be careful. Ann: every institution is different. There is also the issue of adding non-registered students to Moodle classes.
8. Sue: We might be violating licensing agreements with Google Docs etc.
9. Lisa: People are not always going to follow the rules if they are unclear, but we can get clear by consultation. We need to be educated, informed, and using best practice. Due diligence will make you look better if it comes to a lawsuit. Ann: Jeremy was not saying not to use digital signatures.

Sue: The plan for moving forward on the document:

March 20<sup>th</sup> meeting let's not talk about this at all and focus on library issues: ILL, Library collections, etc.

April 3<sup>rd</sup> meeting return to the document and work on the table, the glossary, archiving, and the other things we have been discussing. Do we need to send it to the Senate? Jane: continue working on the draft and get a final draft. April 17 bring in some Senate voices.

On the document: David: is the structure ok? We have discussed a table, but what should go into the table? Lisa: some of the material in the narrative can go into the table. We also need a glossary. The table should provide information about how to store and manage the different types of information.

Sue: Rows: confidential, potentially sensitive, Legally bound confidential documents FERPA, HIPPA,

Columns: Where are the documents? Where do I store them? How can I share? Who has access? How long to I need (or can I) store them?

A rough idea of the information the table would provide:

Types of Documents	Where do I store it?	How do I store it?	How long do I keep it? (min and max)	How do I dispose of them?	Resources and who to ask
FERPA					
HIPPA					
Potentially sensitive					
Student papers, research data, letters of recommendation, committee documents, evaluation documents, etc.					

Lisa: Question to faculty: Can you find 10 documents that fit and do you know which categories they go into? Once the structure is in place it is easy to put things in the right place and we should suggest triaging them until we are sure about the right place.

Adjourn 10:01