MINUTES
Information Technology Advisory Committee
November 9, 2018

Attendees: Lisa Blackwell, Charley Cosmato, Grady DeVilbiss, Phillip Hardy, Karen Hill, , Danny Kemp, Neal Leahy, Jason Lucas, Randy McCallister, Elizabeth McCormick, Randa McDonald, Margaret McManus, Ed Oakes, Bob Phillips, Shannon Phillips, Denise Rahmes, Meghan Spraker, Matthew Taylor, Andrew Travis, Jeff Willner

Absentees: Adrian Aron, Jachwan Jeong, Jackie McNabb, Sean Ramsey, George Santopietro

Charley Cosmato called the Information Technology Advisory Committee to order at 9:02 am on November 9, 2018 in the Martin 230 Conference Room.

Charley Cosmato asked for a motion to approve minutes for the October 2, 2018 meeting. Neal Leahy motioned, Phil Hardy seconded, motion carried.

I. Shannon Phillips confirmed that Duo two-factor authentication successfully launched on October 23, 2018. To date, more than 11,900 have enrolled. The call center received under 20 calls and 449 tickets since September 1 regarding Duo issues, and the ticket traffic is winding down. Classrooms and computer labs are bypassed from Duo and if you notice a room that should have been bypassed but is not, please let IT know. Users are encouraged to check remember me for 14 days in each browser and to set-up two separate devices.

II. Andrew Travis explained the Business Impact Analysis (BIA) Risk Assessment is updated every three years to document restoration of sensitive University systems during a disaster. Plans are being made to create risk assessment scenarios and refresh all information by spring.

III. Ed Oakes updated the committee on the plagiarism detection/online proctoring usage, encouraging interested faculty to create assignments in D2L and to turn on Turnitin. The Turnitin tool promotes academic integrity by checking papers for plagiarism and has tools for instructor to provide student feedback.

Respondus Monitor within D2L records a video of students while taking online exams. It ensures the right student is taking the exam, and that the student isn't getting help from others.

Documentation for both tools are available online. Shannon Phillips will send out links to all college representatives. OurTurn sessions will be available in January 2019.

IV. Danny Kemp shared with the committee the outline for the Division of Information Technology's new strategic plan. The initiative is to update the Information Technology Strategic Plan to align with the new university strategic plan. The strategic plan is a requirement to maintain Radford's Level 2 operating authority.

The strategic plan outline will be uploaded to the ITAC shared document space for feedback from the committee before we go forward. Any feedback or suggestions will due by COB on November 26, 2018. An expected completion date of the new plan is expected by May 2019.

V. In September, a phishing campaign was emailed to students. Andrew Travis stated the email was emailed to 9,114 students. Of those 9,114, over 1,442 clicked on the link and 58 of those students reported it directly to IT. The phishing campaign tracks numbers but does not include names. Andrew is looking for suggestions for a new phishing campaign and reminds everyone to send any phishing emails they may receive to itsecurity@radford.edu.

V. Charley Cosmato informed the committee that the December 6 meeting would be re-scheduled to December 13.

With no further business to come before the committee Charley Cosmato motioned to adjourn, Neal Leahy motioned, Phil Hardy seconded, motion carried. The meeting adjourned at 9:53 am.

Respectfully submitted,
Sharon R. Ratcliffe