

Meeting Minutes

Date: Tuesday, October 11, 2016
Time: 1:00 PM - 2:30 PM
Location: University Hall, Room 420B (Collaboration Space)

Present: Annette Marksberry, Brett Harnett, Larry Schartman, John Kennedy, Phil Taylor, Kurt Roberts, Chris Collins, Ted Baldwin, Jane Combs, John Wallrodt, Adam Chekour

Guests: Katrina Biscay, Cyber Incident Response Manager, UCIT Information Security Don Rainwater, Director of Systems/Device Mgmt, UCIT Enterprise Shared Services

Apologies: Richard Beck, Bruce Burton, Steven Doehler, Michal Kouril, Michael Richardson, Leslie Schick, Jane Strasser, Xia Wang, Kristen Burgess, Elaine Miller, Grace Gamstetter, Changjoo Kim, Joseph Lalley, Matt Hartmann, Claire Tankersley

1. Review and Approve August Meeting Minutes (attached)

- Meeting minutes were unanimously approved with no changes.

2. Old Business

- **Cyberinfrastructure Engineer & Educator (CI2E) position (Chris Collins)**
 - ▶ Interviews for three candidates are scheduled this week and next, members of the committee are invited to participate.
 - ▶ **Contact Chris Collins at chris.collins@uc.edu to be included in the interview process.**

3. IT@UC Governance

- **Reviewed IT@UC Governance Bylaws and draft ITCAC Request Process Flow Chart** – Brett Harnett and Annette Marksberry provided an overview of draft updates to IT@UC Governance bylaws with committee terms defined, voting rights, etc. and the draft flow chart of the ITCAC request process to appropriately route issues to the topical committees. **The committee was asked to review the draft documents and provide feedback to the committee chairs.**
 - ▶ Phil Taylor suggested that the meeting frequency be specified as monthly meetings.
 - ▶ Annette Marksberry suggested that page numbers be added to the document.

Research & Development Committee

Committee Co-Chair Annette Marksberry

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Mission Statement:

The Research and Development Committee will review and make recommendations on how the university should implement strategy, policies, processes, and services to support research computing, make recommendations on the IT services needed for research, above and beyond the base level of shared technology infrastructure, and recommend emerging research technologies, platforms, and collaboration tools.

Meeting Schedule:

2nd Tuesday of the month

October 11, 2016
November 8, 2016
December 13, 2016

- **Reviewed the Enterprise Voice Services Task Force document** – Phil Taylor provided an overview of the task force’s first two meetings to gather requirements for replacing the university’s telephone system. The current system’s support expires in December 2017. Initial meetings have included discussions about the telephone/voice systems’ role in public safety and emergency response, and they will be gathering more feedback from stakeholders in the coming months. Student representatives are included in the task force.
 - ▶ Question: John Kennedy asked if the change in telephone system will result in new policies regarding personal cell phone and stipends. Answer: Phil Taylor replied that there are many ongoing discussions and it wasn’t yet clear which policies might be affected.
- **Reviewed draft Data Governance & Classification Policy documents** – Guest Katrina Biscay from the Office of Information Security provided an overview of draft changes to the university’s Data Governance & Classification Policies, including the refinement of several definitions and the addition of Export Controlled data as a category. The draft policy includes examples for each data category and requirements for security controls and minimum safeguards for each data type. **The committee was asked to review the draft documents and provide feedback to Cindy Lusby at lusbyca@ucmail.uc.edu by October 20, 2016.**
 - ▶ Question: Phil Taylor asked if faculty were specifically advised of this policy, for example at new faculty orientation. Answer: **Katrina Biscay will follow up with Information Security to find out how the policy is being disseminated.**
 - ▶ Question: Phil Taylor asked if this policy also applies to the UCRI? Answer: It was determined that this would be a point of discussion at next month’s meeting when Dorothy Air and Sarah Guice are scheduled to attend.

4. Box and Code Green (Katrina Biscay and Don Rainwater)

- Guests Katrina Biscay from the Office of Information Security and Don Rainwater from UCIT provided an overview of the Code Green data loss prevention service running on Box. When the Code Green service detects certain types of protected data within established structures/ combinations in regular Box directories (for example, SSNs, Patient Health Information, etc.), it encrypts the data and moves the file to the user’s “restricted” data directory on Box, and then leaves a link to the file’s new location in the original directory so the user can locate the moved file. The data is encrypted in transit and at rest, and stored in the Box cloud service.
- Ironport provides a similar service for email, although it does not remove any attachments, it encrypts the file and provides a link for decryption to the recipient.
- **If committee members are aware of protected data that should be triggering Code Green or Ironport, but does not, please contact the Office of Information Security to help them refine their algorithms.**
- The committee discussed providing information about these services at New Faculty Orientation, and helping disseminate information to users about these services. Several members recommended recording short video tutorials on YouTube or similar, and including information in the UCIT Knowledge Base about Box services. Others suggested including brief training modules for Box in training sessions provided by the UC Libraries.
 - ▶ Question: Is it possible to create departmental folders for Box to facilitate folder/file sharing and provide easy access removal when a user is separated from the university? Answer: In the absence of departmental accounts, the best solution is to have a responsible party in the department “own” the folder and provide access to approved

users. Upon separation, the user can be removed from the shared folder. If additional assistance is needed with access removal, email helpdesk@uc.edu.

5. Research Ownership & Research Data Backups (Phil Taylor)

- Phil Taylor provided an update from a previous discussion regarding the ownership of research at the university. Although funding is awarded to the institution, awards may or may not follow the researcher if they are separated from the university, and this is reviewed by Sponsored Research Services. Essentially, there is no simple answer, it is a case-by-case situation that depends on a number of factors, particularly if multiple PIs are involved.
- There was extended discussion about backing up research data, including who performs the backups and what backup systems are used. UCIT provides backup services through the Isilon system, however, there are concerns about the system's speed and cost, and that it is likely not being utilized across the research community. For example, Larry Schartman thought that most engineering researchers were not using the Isilon system.
- Another issue discussed was that many funding agencies are increasingly requiring proposals to have a data management plan, but the committee was not aware of any institutional mechanisms in place to ensure that the plans are followed.
- John Kennedy emphasized the need for backup services to be easy-to-use, if the process is complicated, end users will ignore it.
- The committee also discussed how data backup services are funded, with some asking if F&A overhead is supposed to support the costs of data backup, but several members agreed that researchers may have large amounts of data requiring backup that probably would not be covered by overhead.
- **Phil Taylor will follow up with Pat Limbach on the policy issues about research data management and backups.**

Adjourned

- Committee adjourned at 2:20 PM. Meeting minutes submitted by Chris Collins.