FACULTY SENATE
February 26, 2014
346 LEON JOHNSON
4:10 PM – 5:00 PM
MONTANA STATE UNIVERSITY – BOZEMAN, MONTANA
Minutes

Members Present: Babbitt (Physics), Bolte (Music), Brester (Ag Econ), Christopher (HHD), DeWeese for Newhouse (Art), Gannon (Bio & Chem Eng), Greenwood (Math), Herbeck (Ed), Hostetler (GC), Herman (NAS), Larson (M&IE), Lynch (Psych), Lu (PSPP), Miller (CE), McMahon (Ecology), O'Neill (Arch), Reidy (Hist, Phil & Religious Stds), Rossmann (Library), Waller (Hist, Phil & Religious Stds)

Others Present: Larry Carucci, Adam Edelman, Robert Mokwa, Leslie Taylor, Kregg Aytes, Camie Bechtold, David Singel, Leila Sterman, Justin van Almelo, Martha Potvin, Terry Leist, Robert Maher, Rich Shattuck, Kode Falls Down, Kenning Arlitsch, Walt Banziger, Richie Boyd, George Haynes

Chair Mokwa called the meeting to order at 4:10 pm, and a quorum was present.

Senate Business and Announcements – Chair Mokwa

- The minutes from February 19, 2014 were unanimously approved.
- Announcements:
  - Administrative Reviews will end March 2, 2014 @ 5:00 pm.
  - Open forums for Performance Based Funding will take place after spring break. Funding allocation for the upcoming FY was based on a short term model; a longer term model, with more metrics, will be instituted and campus constituents may provide input on that process; an announcement will be forthcoming.
  - There is no senate meeting next week due to the BoR meeting, nor during the following two weeks during spring break. The next FS meeting will take place on March 19, 2014.
  - Richie Boyd, co-chair of the Classroom Committee, announced that the committee has been redesigned and is soliciting membership from each college. Currently, there are faculty members representing L&S, Ag and Engineering. The committee meets once a month.
  - Reidy announced that an alternate is still needed for the Graduate Council; senate alternates who are part of a masters and/or PhD program and who are interested in advising graduate students, are eligible.
- Courses and Programs
  - A motion was made→seconded→all in favor→ to unanimously approve the following graduate courses:
    - BIOM 523 - Mycology
    - PSCI 553 - Research Methods II - Data Analysis
  - The following courses will be voted on via ballot a week from today:
    - CHTH 245 - Physical Activity, Nutrition and Health in Aging
    - CHTH 430 - Mental Health and Social Issues in Aging

- EMAT 360 - Biomedical Materials Engineering
- FILM 101 H - Understanding Film and Media
- GPHY 3XX - Environment and Society
- PSYX 383 - Health Psychology
- SFBS 466 - Food Resilience, Vulnerability and Transformation

Common Hour Exam Policy (re-examination of previously approved policy) – Faculty Affairs Chair Larry Carucci

- Faculty Senate approved a version of the Common Hour Exam (CHE) policy in October. It went to University Council (UC), after which it was posted for a thirty (30) day comment period on the legal counsel web site. There were many comments, mostly from faculty, that were reviewed and the policy was modified to accommodate feedback. The CHE policy senate is reviewing today, and if it is approved, will go back to UC for a final vote.
- Students representing MSU who are performers, who are involved in student government and are NCAA athletes, may be excused from a CHE if they have a "special event."
- Paragraph 5 of the CHE, however, has been reworded and speaks to scheduled "ordinary meetings or practices," whereupon the approval of any such requests made by students for exam rescheduling due to these activities, is at the discretion of the instructor; students may ask to arrive late, but they must have the approval of the instructor, and the instructor may say no.
- The ten (10) day notification is new and was changed, for consistency, to match wording in paragraph 4.3.
- The philosophy guiding the recent changes is that students are students, first, and secondarily involved in other kinds of activities and/or are representatives of fellow students.
- Miller, who is a member of Faculty Affairs, stated that if students have scheduling conflicts, the policy's aim is to steer them towards utilization of the numerous testing centers on campus.
- Bechtold stated that Athletics preferred the previous version of the CHE policy. Leaving the decision, whether a student may take an exam or not, if there are conflicts to the complete discretion of the instructor, is disconcerting. However, she believes most instructors will be easy to work with as evidenced by the willingness of faculty in the math department. Haynes asked, if an instructor says no, what is the purpose of referencing the Testing Center in the policy? Mokwa explained that the Testing Center is another option when a room for CHE has scheduling conflicts with the 30-minute grace period, and it also might encourage an instructor to work with the student if their first response inclination is to say no. It also reminds instructors there is another option for a student to take a make-up exam, even though the wording does not need to be in the policy. Mokwa went on to say that the underlying policy philosophy is to help remove the student from becoming embroiled in negotiations with instructors about CHE, scheduling conflicts, etc.
- Carucci asked for dual and complimentary approval of the CHE policy, as well as the Student Conduct Code, Section 310.01, paragraph 2, which has similar wording as Paragraph 5.

- A motion was made to accept the CHE policy with the modifications as presented (30-minute grace period) and, concurrently, the modified wording in the Student Conduct Code→seconded→all in favor→unanimously approved.

Discrimination, Harassment and Sexual Misconduct (Revised Policy) - Leslie Taylor, MSU Legal Counsel

- At the March 5, 2014 University Council meeting, members will vote on the discrimination, harassment and sexual misconduct policy which has been posted for three weeks on the legal counsel website. Any and all comments made about the policy will be considered.
- Taylor explained that the current policy is a revamp of an existing one, and outlines how the university will respond to complaints of discrimination. The policy covers discrimination based on race, sexual orientation, gender identity and usual protected classes by state, federal and regent's policy. This policy will cover all the MUS campuses and is modeled after a policy that U of M drafted after their interaction with the Department of Justice (DOJ). The DOJ approved U of M's policy and now uses it as a blueprint for the rest of the country.
- The BoR have adapted a policy that states any employee on campus that becomes aware of sexual misconduct or violence involving a student, must report the incident to the Office of Institutional Equity or Leslie Taylor's office.
- Discussions ensued:
    - Lynch asked Taylor to briefly comment on what is new about the policy. Taylor stated that a new law was passed, Violence against Women Act, and it requires that we not only consider forms of discrimination, but matters of domestic violence, dating violence and stalking. The policy also separates policy from procedures and now allows for an investigation to be conducted by a university employee and an appeal process that will go to a hearing officer. Whichever party is dissatisfied with the investigation has the opportunity to appeal. The federal Dept of Education believes both parties should have an opportunity to be represented and heard. The policy is written in understandable language and helps students grasp basic principles in areas of consent, capacity, incapacitated.
    - Training will take place on campus.
    - The policy is not taking the place of the anonymous hotline reporting tool. However, someone could make an anonymous report on the hotline about discrimination, and legal counsel would respond to it.

Information Security (Protecting our Sensitive Information) - Adam Edelman, Rich Shattuck

- Edelman introduced Shattuck and spoke of ITC's ongoing information security effort which includes instituting a new security software tool, Identity Finder.
- Shattuck is a member of the Enterprise Security Group (ESG), an entity committed to the protection of MSU computing and information resources that are critical to the instruction and research mission of the University. ESG provides support to the MSU community to help ensure the confidentiality, integrity, and availability of these vital resources through the responsible use of information technology while encouraging open collaboration via:
    - Security assistance;

    - Securing storage (Knox);
    - Protecting against server vulnerability;
    - Web application vulnerability scanning;
    - Data loss prevention (ID Finder);
    - Attending annual MSU security conferences;
    - Training, education & awareness; and
    - Incident response.
- Information security steps to protect data
    - Use strong passwords and change often;
    - Use antivirus and anti-spyware software;
    - Stay up-to-date on your software;
    - Be aware of data you need to protect;
    - Be cautious of phishing scams and email attachments;
    - Use safe browsing habits; and
    - Be careful what you post online.
- Impact of data breaches
    - Time;
    - Money; and
    - Reputation.
- Past breaches
    - Takes 200+ hours of staff time to resolve;
    - Costs money; and,
    - It becomes public record.
- Identity Finder (IF) is configurable software that is front end tool to manage sensitive information better. What does Identity Finder do?
    - It helps faculty and staff find sensitive data by scanning file contents, searches for certain patterns and reports to a central console. The central console might be managed by a departmental IT person who reviews the data and knows how to proceed.
    - It helps faculty and staff delete or move files containing sensitive information;
    - The software searches for:
        - SSN's
        - Credit card numbers;
        - Bank accounts;
        - Birthdates; and
        - GIDS.
- What Identity Finder doesn't do:
    - It does not copy files;
    - It does not delete, move or modify files unless the user asks it to;
    - It does not make your files available to others;
    - It does not scan network shares; and
    - It does not scan emails unless they have been saved locally on a hard drive.
- Identity Finder runs on Windows and Mac; it does not currently run on Linux.
- Discussions ensued:

- What kind of file can it scan? Shattuck stated that many add-ons were purchased to search an exchange connector; Microsoft Office files, including data base access files, and PPT; there is also an optical recognition of PDF's application.
- Unless you take an additional step of saving your email, a PST file locally, Identity Finder will scan only email attachments of those documents; not the content.
- Student ID's that are listed in conjunction with a name, grade or any other educational record descriptive is something IF will capture and help to protect. GID's alone will not be targeted. The preview console will allow you to see what information has been detected and the user decides what to do with the information.
- Taylor stated that every state has different rules about what constitutes a data breach, and each time there is a potential breach, MSU has to pay someone to go through and determine if we have violated the laws of the other states.
- Shattuck stated that sensitive information may be on a computer and the user is not aware it is there IF will help locate those files.
- IF is not accessible, remotely, with the found information on the desktop computer. It is only a tool which does not stay on one's computer once it has found sensitive data and it is either removed or moved.
- So far, only 350 workstations on campus have the software installed, yet 12,000,000 pieces of sensitive data have been discovered; 1.7M are SS numbers. 8.5M single identity matches have already been cleaned up. These numbers highlight a potential of significant risk for MSU, and it is estimated there are approximately 6500 computers on campus.
- If one uses a cloud service client without encrypted data, IF will find the sensitive data. IF does not attach to network shares and go out in the cloud to scan.
- If a basic level encryption is used, IF will not try to crack it. There are other utilities for that and Microsoft has a lower level tool for cracking into their own documents.
- Taylor remarked that ITC is noticing many of the files detected by IF are old files where sensitive information was input into a computer long before sensitivity breaches were known.
- Accessing IF will be in collaboration with a college-specific IT coordinator, as a newly tailored IF file must be use for each department.
- Taylor is working with our benefits program to have employee SS numbers removed or annotated.

As there was no further business, the meeting adjourned at 5:00 pm.

Signature,
Robert Mokwa, Chair

Signature
Michael Reidy, Chair-elect