

FACULTY SENATE MEETING
OCTOBER 18, 2011 – 3:30 PM – ROOM 110 AIME

APPROVED MINUTES

President Clark Midkiff introduced Mr. Ashley Ewing, UA's Office of Information Technology Information Security Officer. Mr. Ewing's presentation focused on **cyber safety and security**. His first point concerned weak password problems. Some people use the same password for email, social networking and banking. Using more difficult and complex passwords, not your name, family member's name or a pet's name, would increase protection of personal information.

Social networking sites like Facebook should not be used without privacy settings and should never include personal information such as vacation dates and destinations.

Cyber bullying is a serious problem and children's emails should be monitored.

Phishing attacks have been on the increase the last six weeks. These attacks attempt to obtain passwords, financial information and other personal information.

The University of Alabama's faculty/staff received over 24 million email messages this past week with 1.1 million email messages being delivered; the remainder is filtered out junk email. Spam filters in place prevent malicious and junk messages getting into computers.

Microsoft was instrumental in bringing down a Botnet (a robot network of computers) which had infected 41,000 machines and was used to steal personal information to do malicious acts such as promoting counterfeit and unapproved generic drugs, fraudulent stock scams and sites promoting sexual exploitation of children.

An automated voice system is being used to obtain credit card, bank account and pin numbers and social security information. Be very cautious of anyone asking for such vital personal information.

Be careful that any stored data does not contain vital confidential information such as retaining class rosters with social security numbers. When downloaded on your personal computer you become the data manager and are responsible for that information. Any compromise of campus wide identification data should be reported immediately.

Research data can be exposed and every precaution should be taken to prevent breach and pirating activity. It should be stored with encryption security and passwords should be changed every sixty days.

When purchasing any electronic device the default password should be changed immediately. Even a four digit numeric password can be attacked and discovered in about eighteen minutes. A five character alpha-numeric password it would take years for attackers to decipher.

Putting any confidential information on USB drives, CDs or DVDs is not advised. Those can be easily lost or picked up by unauthorized people. The SIM card in mobile phones contains

information about contacts and personal information that should be protected and data backed up. Remove the SIM card when purchasing a new phone to prevent personal information being made available to unauthorized people. Clean any confidential information off an old office or home computer when acquiring a new machine.

The University of Alabama processes approximately a half-million credit card transactions for \$208 million per year. That information is protected and compliant with all regulations.

Other issues pointed out by Mr. Ewing included dealing with pop-ups, reporting any computer security issues immediately, Apple/Mac security practices, email and photo security.

ABSENT WITHOUT ALTERNATE – Priscilla Davis, Mindy Nancarrow, Patricia Parmelee, Katrina Ramonell, Karen Steckol, Steve Katsinas, Ray White, Joe Calamusa, Brian Gordon.

ABSENT WITH ALTERNATE – Carmen Mayer-Robin/John Blitz, Vijaya Sundar/Scott Arnold, Wilson Lowrey/Jeremy Butler, Liza Wilson/Jim Siders, Shuhui Li/Sushma Kotru, Paul Horwitz/Meredith Render, Jason Battles/ Shawn Averkamp.

GUESTS: Cresandra Smothers, Dialog.

Secretary Jeanette VanderMeer called roll and checked the quorum following Mr. Ashley Ewing's presentation.

The minutes of the September 20, 2011 Faculty Senate meeting were approved.

President's Report – (*Clark Midkiff*) No report.

Vice President's Report – (*Deidre Leaver-Dunn*) No report.

Secretary's Report – (*Jeanette VanderMeer*) No report.

Reports from Senate Committees

Academic Affairs – (*Marcia Barrett & John Vincent*) The Academic Affairs Committee discussed the proposed selection policies and criteria for the University Research and Teaching Professorships. Those proposed policies have been forwarded to the Provost with the Faculty Senate Steering Committee's recommendation that it become part of the Faculty Handbook. The policies will go through a long process of review and revision by the deans and administration before it is eventually brought back to the Senate for a vote for inclusion in the Faculty Handbook. The current version of the document will be emailed to the Faculty Senate asking for input and suggestions. The committee is addressing the subject of a survey concerning shared classroom issues.

Faculty Life – (*Lowell Baker & Wesley Church*) The Faculty Life Committee met last Friday and continues to discuss the disparities in the nine and twelve month faculty maternity leave benefit policy and family friendly issues.

Financial Affairs – (*Robert McLeod & Katrina Ramonell*) The budget meeting with Lynda Gilbert, UA Vice President for Financial Affairs, will be November 1 at 3:30 PM in 254 Rose.

Information Technology – (*Carolyn Cassady & Brad Hodges*) The Information Technology Committee discussed several issues with John McGowan, Vice Provost of Information Technology, and Patty Benton, Executive Director of OIT Operations. The after hours help desk support is contracted out to an outside company. When there is a problem with computer support/response notify John McGowan or the OIT office directly for documentation and assistance.

Long term data storage compliant with NSF guidelines is maintained at a certain back up level. If additional storage is needed due to different storage or security issues, contact the OIT office and they will address that particular problem. Investigating the practices of other institutions is recommended to see if good boilerplate information is available that UA could adopt to provide faculty members writing NSF proposals. Any suggestions or input should be forwarded to Carolyn Cassady or Brad Hodges.

The next issue was automatic back-up of faculty/staff office computers. Shared folders for each domain for each college/school are backed up daily. Office computers are not backed up daily.

Microsoft Office on UA computers or similar software has a license for using the software that is checked over the network. When there is a network outage it will not run. There has been one case over the last several years when there was an outage.

The University has had plans to purchase a huge band-width network. It is in place but not in every building or office. Service will be provided on an individual basis to those wanting this service.

Research & Service – (*Ed Stephenson & Ion Stancu*) Post-doctoral student raises are restricted to the years when raises are given to faculty in general. Following a review requested by this committee this policy will remain in effect.

In response to the question concerning the three-year appointment limit for post-doctoral students, the Research & Service Committee was told the policy is driven by the State Retirement System policy which is that anyone working more than one year must pay into the retirement system.

The international per diem of \$45 is more than inadequate. This policy is being reviewed and the Research & Service Committee will give an update when available.

Faculty & Senate Governance – (*Rona Donahoe & _____*) The proposed changes to the Faculty Senate Bylaws were presented to the Senate last month. Coming from the committee the item is on the floor for discussion and does not need a second. When nominations can and cannot be made from the floor needed clarification. The revisions are to bring into alignment the Faculty Senate Constitution and the Faculty Senate Bylaws. The definition of a “faculty member” determines who can and cannot run for the Senate and is the measurement used to determine Faculty Senate senator appropriations from each college/school. It is believed the original intent of the “faculty member” definition was to exclude faculty with fifty percent or more administrative duties. In most cases this would not exclude department chairs. There are situations where teaching responsibilities are not similar to other colleges such as CCHS and Librarians making specific categories difficult. Clarification of teaching responsibilities, clinical

activities and classroom teaching was discussed. Following several wording change suggestions there was a call to question to end the discussion. The proposed revisions were accepted by the Faculty Senate with a unanimous vote.

The Faculty & Senate Governance Committee was asked to remain following the Faculty Senate meeting to elect a co-chair.

Elizabeth Aversa, School of Library & Information Studies and Elaine Martin, A&S (Modern Languages & Classics), were elected to the Mediation Committee. There will be two more positions vacant on the Mediation Committee in November.

Student Affairs – (*Melondie Carter & Seth Panitch*) The Student Affairs Committee met on October 4th. A Student Government Association representative will attend the next committee meeting. The committee discussed Student Government Organization Seating and took the issue to the Intercollegiate Athletic Committee. Five non-Greek groups applied for seating with incomplete applications. Once those were completed and turned in they were assigned seating.

A professor contacted the Student Affairs Committee asking for a Faculty Senate resolution commending a student group for assistance during the April tornado. The Senate feels it would be impossible for the Senate to do so without leaving out deserving people and organizations. This would also be non-faculty business to be addressed by the Senate. The Student Affairs Committee will compose a letter of gratitude addressed to student and employees.

Legislative Agenda – (*Margaret Garner*) Margaret Garner gave a budget report from Bill Jones.

Reports from Other Committees –

A senator expressed concern about the extent the **FAR retention system** used by Arts & Sciences could potentially be University wide. There are problems with being unable to print, download and fonts changing size and face. This issue will be discussed with the Provost.

The **UA Health Fair** will be Wednesday, October 19th, from 7:00 AM – 6:00 PM. Flu shots are free.

Meeting adjourned 4:55 PM.