

**OIT Executive Advisory Board  
Meeting Notes  
January 20, 2009**

**Attending:** Diane Anderson, Sue Brodasky, Jim Gilchrist, Len Ginsberg, Tim Greene, Greg Lozeau, Lowell Rinker

**Absent:** Rick Gershon, Bassam Harik, Peter Parker (due to class conflicts)

**Announcements:**

1. Jim provided an update on the Cognos contract re-negotiation.

**Agenda Items**

**PCI Compliance Report:** A handout was provided which gave the outline of the project management. Tom Wolf is the OIT lead for this project. WMU has been engaged in PCI compliance work for over a year and will complete it by the end of the month. There are meetings every other week with the consultant from Trustwave. There are just a few things to be completed in the next couple of weeks to meet the deadline. The project overview handed out outlines just OIT systems, along with OIT's assistance to Auxiliary Enterprises. Questions were raised if the necessary policies are in place, which was confirmed. Student Affairs is still working on processes of the Western Harold. It was noted that all processes need to be cleared for compliance by Craig Wolford. There are concerns that there may be WMU merchants that are yet unaware of PCI compliance. If they in fact exist, that one merchant will make all of WMU non-compliant. Jim was asked to present at the February Business Managers meeting regarding compliance.

**Laptop Security:** Some recent incidents of laptop security issues were discussed. Since December several initiatives have started. There is an effort in HH&S to bring all systems to a security standard which includes the new HIPAA policy. Moving forward Computrace will be installed on all WMU purchased laptops. Jim asked for the committee's support to recommend this policy be adopted university-wide at the next SLT meeting. Academic Affairs will be funded centrally from OIT for the Computrace addition to laptops. Policy is being developed which will require re-registration yearly of each computer that logs into the WMU network. After the initial acceptance of Computrace on all new laptops efforts will be made to assess if departments want to work backward and include existing machines. While OIT can not at this time produce a list of laptops sorted by VP area, it is estimated that following re-registration of all machines it will be able to do just that. Discussion of the re-registration process was held. Additionally there will be requirements for encryption on any computer that has university confidential/restricted data saved on the machine. OIT will have a recommendation for encryption software and provide directions and access via the web site. Encryption will be for mobile devices not desktops. Encryption will be required even on devices not owned by the university.

**DMCA Compliance:** There has been a significant increase in the Digital Millennium Copyright Act (DMCA) violations being reported. It takes a lot of staff time and resources to follow up and find out who the computers in violation belong to and also for Student Services to notify the student to comply. The University of Michigan developed a system called Be Aware You're Uploading (BAYU) which monitors this type of activity on their network. It automatically sends a message to notify the user that they may be in violation of DMCA. Historically all universities have this problem, especially within residence halls and especially now with wireless access. We are creating a system modeling BAYU. It will not scan to determine the content of what is being shared; just that sharing is occurring. We will not provide DMCA with what the scans show. The proposal is to establish the scanning

and sending a warning e-mail when uploading is detected. It is anticipated that with just a warning e-mail, the DMCA violations will drop dramatically. A representative from WSA has been consulted on this proposal and will be taking it to their board. The residence halls are also being consulted. The system will initially be implemented in Resnet, then across campus. Questions were raised about uploading activity on lab computers, but it was noted that it happens very rarely, and there are filters that can be added to those machines. Discussion was held. The committee agreed with the proposal. It was suggested that further education on DMCA be done during fall welcome week. Discussion of training opportunities was held.

### **New Business**

1. There was discussion regarding in classroom automated response systems. It was explained that those systems are being bundled with text books. The Faculty Senate Technology Council will be discussing this issue.