

BFC Technology Policy Committee 2024-2025

Meeting 02 (10/10/2024)

Attendee: Michael Collins, Daniel Hickey, Laura Karcher, Scott Michaels, Alexander Alexeev, Jeremy Siek, David McDonald, Michele Kelmer, David Taylor, Aaron Neal, Brandalynn White, Akash Shah, Logan Paul

Agenda

1. Approval of Minutes from Meeting 01 [Mike]
2. Update on @iu.edu transition [Aaron Neal]
3. Elements demo and transition update [Brandalynn White]
4. Report from the AI subcommittee [Dan]
5. Action items before next meeting [All]
6. Questions/Comments/Concerns

Meeting notes:

- **Approval of Minutes:** Michael and Daniel discussed the approval of the minutes from the last meeting, noting that they are still figuring out processes and workflows. The minutes were approved without opposition.
- **IU Email Transition:** Aaron Neal presented on the transition to OneMail (the @iu.edu email domain), explaining the reasons for the change, including improving security, leveraging the IU brand, simplifying support, and reducing costs. He provided details on the current domains, the timeline for the transition, and the impact on faculty and staff.
 - **Transition Purpose:** Aaron Neal explained that the primary purpose of the transition to the @iu.edu email domain is to unify all IU email addresses under a single domain to improve security, leverage the IU brand, simplify support, and reduce costs. He emphasized that the main motivation is to enhance security.
 - **Current Domains:** Aaron listed the ten current domains that IU supports and mentioned that the goal is to transition off all these domains except for @iu.edu by December 31, 2025. He also noted that long-serving faculty can request an extension until December 31, 2029.
 - **Impact on Faculty:** Aaron highlighted that 96% of students already use @iu.edu as their primary email, while 52% of faculty and 56% of staff use campus-specific domains. He mentioned that approximately 7,000 faculty and staff on the Bloomington campus are most impacted by this change.
 - **Support and Resources:** Aaron shared that they have consulted various groups and provided resources such as a project page, FAQs, and a Weekly Digest report to help faculty and staff manage the transition. He also mentioned a custom bounce message to notify senders of the email address change starting January 1, 2026.
 - **Cybersecurity Concerns:** Aaron Neal explained the cybersecurity benefits of the email transition, highlighting the reduction in the number of email addresses and the implementation of DMARC technology to better secure emails. He also addressed the issue of compromised accounts and the importance of reducing phishing attacks.
 - **Phishing Reduction:** Aaron explained that the transition aims to reduce the number of email addresses, which in turn reduces the targets for phishing

attacks. He mentioned that 38% of incoming emails are spam or malware, and despite automated tools, over 3,000 accounts were compromised last year.

- **DMARC Implementation:** Aaron mentioned that they will implement DMARC technology on the @iu.edu domain to better secure emails and identify legitimate IU emails. This technology will help in reducing the chances of phishing attacks and compromised accounts.
- **Compromised Accounts:** Aaron noted that the number of compromised accounts had increased despite the implementation of two-factor authentication (DUO). He explained that attackers have found ways to bypass two-factor authentication, making the reduction of email addresses even more critical.
- **Faculty Concerns:** Laura raised concerns about elderly retired faculty members struggling with the email transition. Aaron assured that they are providing support through a dedicated email inbox and dispatching support center staff to assist those in need.
- **Email Scams:** Jeremy shared his experience with email scams over the summer, where students received bogus job offers appearing to come from his email address. Aaron acknowledged the issue and explained that reducing the number of email addresses should help mitigate such scams.
- **Faculty Council Presentation:** Aaron sought feedback on the presentation he plans to give at the Bloomington Faculty Council meeting, asking if the current presentation is suitable and if there are any additional expectations. Daniel suggested emphasizing the manageability aspect of the email transition.
- **Elements Implementation:** Brandalynn provided an update on the implementation of the Elements system, including the progress of data feeds, data migration from DMAI, and the faculty pilot. She demonstrated the system's features, such as data harvesting for publications and manual entry of activities.
 - **Implementation Progress:** Brandalynn updated on the Elements system implementation, highlighting the progress in configuring data feeds, migrating data from DMAI, and conducting a faculty pilot with about 130 faculty members. She mentioned that the pilot is going well, with robust feedback leading to numerous changes.
 - **System Features:** Brandalynn demonstrated the Elements system's features, including data harvesting for publications from various sources and the ability for faculty to manually enter activities. She showed how faculty can add new activities, such as books, and set privacy settings for each activity.
 - **Data Migration:** Brandalynn assured that all data from DMAI will be moved to Elements, although the process may take some time. She emphasized that they will communicate clearly about what data has been migrated and what remains to be moved.
 - **Faculty Pilot:** Brandalynn mentioned that the faculty pilot involves about 130 faculty members, with 50-60 from the Bloomington campus. The pilot is providing valuable feedback, leading to significant changes in the system to better meet faculty needs.
 - **Data Sources and Harvesting:** Brandalynn explained the internal data sources that will be integrated into Elements, including HR data, course data, and grant information. She also discussed the data harvesting process for publications from various sources.
 - **Manual Entry of Activities:** Brandalynn demonstrated how faculty can manually enter activities, such as books, into the Elements system. She highlighted the flexibility of the system in allowing faculty to enter relevant information and set privacy settings for each activity.

- **Workflow and Reporting:** Brandalynn briefly mentioned the workflow setup in Elements, which will allow faculty to fill out reports, such as annual reviews, and have them automatically routed to the appropriate reviewers. This will help maintain year-to-year information and ensure continuity even if leadership changes.
- **AI Subcommittee Update:** Daniel reported that the AI subcommittee had their initial meeting with the goal of organizing the work that the group will do. The group created a document of possible guidelines and policy areas that need to be addressed and identified the responsibility areas on campus or within the university for each of the items.
- **NameCoach Retirement:** Michelle explained the decision to retire NameCoach due to low usage and high costs. She mentioned that alternative tools, such as phonetic spelling in Canvas, are being considered to address the need for name pronunciation.

Follow-up tasks:

- **DMAI Shutdown Notification:** Inform faculty members about the DMAI shutdown on October 31st and ensure they download any necessary reports or data before the deadline. (All Committee Members)
- **Elements System Login:** Log into the Elements system and familiarize yourself with its features to provide feedback and support to other faculty members. (Michael, Daniel)
- **Name Coach Retirement:** Forward the faculty member's message regarding the retirement of Name Coach to Michelle and copy Renee Patrina for further discussion and potential solutions. (Michael)
- **AI Subcommittee:** Send the table of AI subcommittee recommendations to the committee members for review and feedback. (Daniel)
- **AI Subcommittee Participation:** Add Michele and Anne to the AI subcommittee and adjust the meeting time if necessary to accommodate their schedules. (Daniel)
- **Elements System Presentation:** Share the slide deck of the Elements system presentation with the committee members for reference and further dissemination. (Brandalynn)