PROCEEDINGS OF THE POLICY COMMITTEE
July 17, 2023

Present: D. Aubert; L. Beale; r. hoogland; P. Khosla; M. Kornbluh; J. Lewis; B. Roth S. Schrag; N. Simon

Absent with Notice: J. Fitzgibbon; N. Rossi

Guests: Boris Baltes, Sr. Assoc. Provost, Faculty Affairs; Garrett McManaway, Sr. Dir. Information Security & Access Mgmt.; Rob Thompson, AVP/CIO

I.   <u>IT SECURITY AND PURCHASING POLICY</u>

Thompson and McManaway noted that the proposed IT security and purchasing policy was first presented to the Policy Committee last fall in the 5-year IT security roadmap. Thompson explained the need to have policies and a security program in place for ensuring that machines purchased by Wayne State are approved and managed through a security authority with a standard set of security policies. This is one of three policies included in the 5-year IT security roadmap to become compliant with the Cybersecurity Maturity Model Certificate (CMMC) and the Gramm-Leach-Bliley Act (GLBA), which have similar requirements based on the National Institute of Standards and Technology Standard 800-53. The proposed policy states:

> 1) all computing, IT devices, and systems used for any purpose by WSU must be approved by C&IT before purchase or acquisition;
> 2) all computing, IT devices, and systems purchased or acquired by WSU must be managed through C&IT and follow all currently published standards and guidelines for security and management;
> 3) all faculty and employees must successfully complete IT security awareness training on an annual basis.

A recent assessment under GLBA indicated that all employees must complete annual security awareness training as part of the overall security program at the university. McManaway pointed out that every research contract now has a requirement for people to go through security awareness training. Sometimes the required training is specified by the government or agency relevant to the grant.

Linda Beale asked whether the proposed policy is administratively approved or must go through the Board of Governors. Thompson confirmed it is an administrative policy that should go to VP Massaron's APPM Committee as the last step.

In the first requirement, Beale noted that the definition of IT device would clearly include employee-purchased devices that communicate in any way with any system at Wayne State University. She recommended a revision to provide that 'all computing, IT devices, and systems purchased by Wayne State university'. She asked whether the reference to WSU was sufficient to be clear that this policy covers IT devices purchased for research on research grant funding. Because funding comes to the university, Provost Kornbluh supported adding a clause that explicitly includes research grants.

renée hoogland requested further clarification on the meaning of 'manage'. Thompson clarified it means they apply a common set of security standards and software to the machine—i.e., all WSU-managed devices have encryption of the hard drive contents at rest, so even when a computer is off that information is encrypted. Things like encryption-at-rest are important because if a laptop is stolen that is not encrypted, the person who steals it or somebody associated with that person could potentially get the

information off that device and we would have to declare a data breach because that information was accessible. There are laws that require information to be encrypted-at-rest for us to comply with the minimum level of security on the device and avoid declaring a data breach when a laptop is lost. Other standards include having anti-virus software that is up to date, central management, and endpoint protection (i.e., our ability to do forensics if a machine is the source of a cyberattack).

hoogland asked about the impact of that management on her ability to download software on her WSU-issued laptop used at home. She has heard that colleagues could not install Dropbox, for example. Thompson confirmed downloading certain software onto a managed machine is acceptable: C&IT manages a list of approved software for faculty and staff to install and will evaluate software not included on the list. There is also an exception mechanism for administrative privileges on machines if someone needs administrative control. McManaway noted the university does not have a contract with Dropbox: purchasing it would require approval from C&IT. hoogland was concerned that C&IT decides what software she uses on her WSU-issued laptop at home. Thompson understands that concern but noted that it is a decision necessarily based on security.

Kornbluh added that the university is moving away from an open world of computing that puts the university at too much risk. We have security experts evaluating what is safe on machines that connect to our administrative systems, and we must comply with those rules. Faculty and staff can buy their own machines to use at home if they find the university security requirements too limiting, though they will not have the same protections in that case.

Danielle Aubert noted that she has received questions from employees about remote access to their laptops. Thompson confirmed only employees (such as C&IT staff) with a job duty to manage such equipment have remote access. He referred to a new agreement these employees must consent to which includes the privacy of data for which they serve as a custodian, making sure it is backed up and not shared with anybody. C&IT takes privacy seriously: access is limited to those that require it to do their work. Any investigation (e.g., an employee leaves the organization, and that person needs access to data to complete a job function) requires approval from General Counsel and the request then goes through a specific, documented procedure in which only C&IT can access the data, not administrators. Kornbluh noted the word 'managed' has to do with the software on the computer and doing virus checks to make sure there are no backdoors discovered elsewhere; it is not personal.

The definition of managed by WSU uses vague language. Beale recommended it be defined as Wayne State University applies a common set of standards for security, including items such as encryption, central management of antivirus software, endpoint protection and maintenance of a list of approved software with procedures for administrative control. Another instance is the second part of the policy which says we 'follow all currently published standards and guidelines for security and management'. This is extraordinarily vague without either a list of the specific standards or an attachment with a specific standard or a link to a web page with those standards. Thompson responded the reason it is vague is because these standards are always changing, but he agreed that it is much easier to update a web page than to change the policy.

In part three, Beale questioned the need to emphasize faculty separately from employees. Do custodians and groundskeepers have to take the security awareness training on an annual basis? McManaway explained there are no situations where an employee does not have access to some sort of electronic communication. They have an email address by default; therefore, they have access to Academica. The trend going forward is those employees will receive more and more technical resources issued by Wayne State because devices like radios will be replaced by cell phones.

Thompson suggested expanding the policy beyond employees to include affiliates. Beale questioned how they intend to get this information to adjunct faculty who teach one course once a year. People need to have notice if they are required to do this training, and affiliates and adjuncts may not think of themselves

as employees. McManaway agreed they need to consider this issue with HR. Certain affiliates, depending on their agreement, will not be able to access the training because our licensing will not allow it. Adjunct faculty and volunteer faculty have always been a gray area that must be addressed.

Beale recommended including 'appropriate' before IT security awareness training, because it likely changes for different groups (e.g., research). Thompson confirmed they currently have two levels of training, and he anticipates that increasing with healthcare-focused training that covers HIPPA. Most of the online training takes about 15 minutes and McManaway explained that C&IT employees have a more in-depth, longer version of training that takes about 30 minutes—an exception to that department, unless there is a need in some specialized research areas.

Kornbluh pointed out that most schools require employees to do an online training program once per year. Jennifer Lewis suggested there were other issues, such as the Clery Act and research integrity, that should also be the focus of needed annual training, not just IT security. Kornbluh responded that IT security is one of the university's biggest liability risks and factors in external audits. If somebody sets up a server room next to their office and they get into our servers, they can cost us all access to our own computers.

Lewis noted that she works with two different groups, each with four or five different universities involved, that have NSF grant proposals: one group uses Box, and the other group uses Dropbox, so she needs to have access to that software. It is not clear how these concerns are brought into the policy discussion. Beale noted that the ongoing consultation with Policy about the proposal allows us to point out these problems for consideration. Clearly, it does create problems if faculty who are writing proposals working with people at other institutions cannot use the same software. Is there some way to facilitate that? Thompson responded that this is also an ongoing discussion between C&IT and interim VPR Tim Stemmler and AVPR Philip Cunningham: the concern is that there may be work on a Department of Defense research grant that says nobody can have access to certain data. C&IT will work with researchers to make sure that controls are being applied where it makes sense. It may be possible to include the possibility of exceptions to the policy if they are approved by the CISO. Thompson also noted that feedback from the Research Committee and Policy is useful. McManaway explained C&IT only reviews research contracts that clearly have security concerns. Resources include an entire team within C&IT to support the research staff, helping to answer those questions. When there are requests for exceptions, they must determine if it an exception can work. The differences in file sharing platforms exists because each company has chosen to use its own format and cannot all coexist. Generally, the university will use the largest file sharing platform, although in some cases the contract makes the determination. Research needs can be very complicated and must be determined on a case-by-case basis.

Beale noted several mechanisms for this issue including the research team and C&IT, the ISMC group where she and the other Senate representatives can raise concerns, the Senate's Research Committee and the Policy Committee. Thompson suggested it would be helpful to invite Stemmler to the ISMC Committee meetings. Additionally, the recently formed Academic Research Technology Committee is a good forum to bring the policy to.

Thompson will work with Beale to ensure the updated draft of the proposed policy addresses items discussed with the Policy Committee.

II.   ARTICLE XXX COMMITTEES

Policy members chose faculty and academic staff to serve on the Article XXX committees.

III.   APPROVAL OF POLICY PROCEEDINGS

The proceedings of Policy Committee meeting of June 12, 2023 were approved as revised.

IV.   REPORT FROM THE CHAIR

President-elect: Last week, members of the Policy Committee met with President-elect Espy, who will begin her term on August 1. Kornbluh acknowledged the challenge of a presidential transition in a short timeframe.

State Hall: Kornbluh discussed the potential delay in the opening of State Hall. General Electric is the sole manufacturer of the large electrical distribution pieces, and the university had been informed that both the generators and the distributing systems will be delayed. Although the large generators were delivered, they have not been successful in locating distribution panels to rent. There is hope that three quarters of the building could open on time. If it does not, Kurt Kruschinska (Sr. Dir., Registrar, Student Affairs) has worked out an alternative plan to hold scheduled classes somewhere else in September.

Fall enrollment: Kornbluh reported interpolations that show a 17% increase in FTIACs and a 12% increase in transfer students. The consulting firm reported that the university did a good job with admissions; however, one area that needed improvement was communicating with high need students. This was determined based on the students who apply and the yield from the different buckets. A student may go to community college because they think they cannot afford Wayne State, when in fact Wayne State is just as affordable. We had been admitting every student with a 3.0 GPA later in the summer instead of in December. Instead, we are admitting them earlier, with weekly checks on FAFSA filings that are followed up with queries to students. We have gained admissions without lowering any criteria other than high need. We also admitted 2000 more students to honors than we have in the past (students throughout the state with a 3.83 or better high school GPA). We extended the cutoff date for the honors scholarship, and it appears we will have more students, many with Pell and the Michigan Achievement Scholarship covering tuition in full. Our discount rate will go down so it will be more profitable for us to educate these students with high need. Even though community college enrollments are down, we are getting more students from Henry Ford, School Craft, Oakland and Macomb community colleges.

Housing: Kornbluh reported housing deposits are up to about 370 students. Atchison Hall has been closed and needs various parts so cannot open in the fall. Almost everything else will be close to full, and we will buy parts to put Atchison in order. Naida Simon commented that Financial Aid is aware of returning students who lived in the dorm but have large unpaid balances. Sometimes students sign up for housing prior to orientation, and Financial Aid would like to talk to them to explain that their scholarship does not cover housing.

Library dean update: Kornbluh reported that an offer to one of the decanal candidates is in process.

Aubert questioned if there will be budget cuts in the libraries. Kornbluh explained the Budget Planning Committee did set budget cuts that averaged 3% determined by open positions more than by anything else. A budget is approved for a year, which is the money that becomes 'permanent'. Then there is other money that we call 'one-time' money. The enrollment report suggests as much as $10 million more revenue than budgeted. This will mean more one-time money. It also means we should be able to start ahead next year that should potentially offset the cut. The enrollment increase, assuming it does materialize, combined with the 5% from the legislature (instead of the 4% budgeted) should provide funds to address specific things.

Fall Opening: There are eight committees and a steering committee meeting to move the Fall Opening forward. One of the committees is planning a brunch for faculty on Sunday, August 27 before the start of convocation. A staff committee is working on plans for academic staff participating in the Fall Opening which includes a room with food and other items in the Student Center.

Convocation will be held at Keast Commons and all students and parents are invited. Kornbluh encouraged suggestions to make convocation more fun. To set the expectation to graduate in four years,

tassels with 2027 on them will be distributed to new students at the end of convocation. Like we do at graduation, the provost will introduce the deans and then the deans introduce the new students, cheering college by college. The band will also play the fight song.

V. REPORT FROM THE SENATE PRESIDENT

Levinson Brain Institute: Beale discussed institute director David Rosenberg's Translational Neuroscience Initiative that will become the Levinson Brain Institute after a $20 million gift to include the Levinson Institute name posted on the iBio building. A temporary charter is not yet in place, but we may have the materials to discuss at the next meeting.

VI. FOREIGN INTEREST POLICY

The Policy Committee discussed the Foreign Influence and Conflict of Commitment Committee policy and procedure and supporting forms. The process is designed to protect researchers engaged in international collaborations. This document was largely worked out before Kornbluh became provost and went into effect for fall 2021 though never officially adopted or discussed with Policy.

Beale recommended including Senate representatives on the committee: the chair of the Academic Senate Research Committee and two faculty researchers appointed by the Senate (but not necessarily Senate members). The statement that the committee will "implement process improvements and changes" is problematic: it should say "recommend process improvements and changes."

Pramod Khosla questioned the use of the term 'relationships'. Does it cover receiving funding not only from foreign corporations or private entities but also from the federal government? Kornbluh reiterated that the idea is to be sure that we are protecting faculty, given that there are some in Washington who are pressing against international collaboration. The legal action has been about disclosure. We want our faculty to disclose their relationships so that they do not encounter problems from having hidden work done with foreign entities. If faculty disclose to the university, they have the benefit of university research administration and legal counsel. Beale added that the committee review is intended to provide a stamp of approval by having done any investigation that appears necessary.

There remains a question of defining 'relationship': Policy members agreed that the existing definition is too vague. There are personal relationships that almost any academic has with people from other countries (Canada, Mexico, Hungary, any place in Europe, Africa), so there should be some way that those are excluded from this coverage in a clearly definable way.

VII. ACCELERATED MASTER'S PROGRAM (AMP)

Beale explained that the Graduate Council has discussed a new AMP Program and the Graduate School is moving towards a pilot program, apparently this fall, but she had still not seen a document outlining the new program. She requested a copy of the proposal from the chair of the Executive Committee, because it had not been shared with members of the Graduate Council. Because the program establishes a new cross-disciplinary educational policy, it must come to the Academic Senate for approval.

Policy members discussed a number of concerns about the proposal as drafted, including the reduction of the required GPA, the reduction from 90 to 75 credits for admission to the program, the potential budgetary impacts, and the appropriate place for advising and marketing (there was unanimity that the Graduate School should not centralize advising on AMP programs because that belongs with the particular master's programs). Beale asked for members to send her bullet points to be made, which she will incorporate as comments on the document for sending to the provost next week.

VIII. FACULTY ORIENTATION AUGUST 17 2:15-3:00

The Academic Senate will present at the New Faculty Orientation on August 17th from 2:15 to 3 p.m. [NOTE: those running NFO revised the schedule post-meeting: our slot is now 10:30-1:15.] Beale requested that chairs (or members if chairs are not available) of each of the Senate standing committees provide three-minute presentations. We will set aside 15 minutes at the end for questions. A number of the chairs will be traveling on that date, so Beale suggested they could put together a slide set or video of major issues tackled by their committees. Tentative presentations are as follows:

  Beale – Overview and Policy
  Curriculum and Instruction and Student Affairs – Brad Roth
  Diversity, Equity and Inclusion – Marisa Henderson (CLAS)
  Elections, Policy and Senate overview – Linda Beale
  Faculty Affairs – Elizabeth Stoycheff (CFPCA)
  Facilities, Support Services and Technology – Carol Miller (ENGG) (if Jeff Withey is unavailable because of sabbatical this fall)
  Research – Noreen Rossi

Lewis agreed to put together a one-page document on the syllabus issue based on the informal memo drafted by CIC and will include information from the report of the AI subcommittee. Beale will distribute this document at the orientation.

IX.   CAMPUS POLICE OVERSIGHT COMMITTEE

Beale briefly reported that the General Counsel has agreed with Policy that there must be an elected group to serve as the Campus Police Oversight Committee. Policy had supported keeping the preexisting "advisory committee" as an informed umbrella group of which the elected oversight members (two each from staff, faculty and students) are also members. The elected oversight group will need to work with an ex officio person—likely from the General Counsel's office—who serves as support staff: that person would receive complaints on behalf of the elected subgroup. The staff person would likely conduct an initial inquiry to ensure the facts line up, and then the committee would meet to consider the complaint. There has to be a procedure for that committee's meetings on the complaint, what it produces and to whom it reports. Policy has been asked to provide suggestions for those specific steps, so Beale needs to discuss that further with General Counsel. Once this process is approved, elections must be run. Beale suggested the Student Senate run the election of students, which would include undergraduate and graduate students, and the Academic Senate run the election of faculty. The administration would have to run the all-staff election. Likely this would mean the oversight group could not be established until the beginning of the winter term.

Approved as revised at the Policy Committee meeting of July 31, 2023.