

Provost's Council
April 16, 2014
3:00 – 5:00
Regents' Room (MB 3.106)

AGENDA

DATA CLASSIFICATION, IDENTITY FINDER, AND INFORMATION SECURITY

Anthony Espinoza, UTSA's Information Security Officer, updated the Provost Council on three items related to the above-referenced topics. All UTSA desk-top computers will be categorized as the following:

- Category I: computers containing confidential data
- Category II: computers containing controlled data (may be released via Texas Open Records Act)
- Category III: computers containing data that is not confidential or controlled

Anthony's office will work with employees to properly categorize their computers and encrypt those that are deemed high risk.

Anthony mentioned that in light of recent data breaches, a new software will be available soon to run on UTSA computers in order to detect confidential information (e.g., social security numbers, credit reports, etc.) The Identity Finder software will automatically roll out to all computers that contain the Category I designation. If the software detects any confidential data, the user will have the option of moving that data to the secured I: Drive or may shred the information. More information can be found on the OIT website:

http://one.utsa.edu/sites/oit/OITConnect/security/Pages/sec_data_classification_std.aspx

Anthony also provided some helpful "Do's" and "Don'ts" for securing data on UTSA computers:

- Move any files containing confidential data to a secure location (I: Drive);
- When deleting confidential data files, be sure to empty the Recycle Bin/Trash;
- Scan all attachments/download files with your antivirus software prior to opening;
- If you question the authenticity of an email, contact the sender via phone to verify; and,
- Review the status of all InSight application indicators for your computer with specific focus on:
 - Computer Categorization, Computer Reporting, Computer Protection, Data Backup, Computer Patch Compliance, Laptop or Desktop Encryption.
- Ensure your UTSA-owned computer is encrypted. Computers requiring encryption are:
 - UTSA-owned laptop;

- Desktop classified as Category I; and,
- Desktop purchased after Sept. 1, 2013
- Do not store confidential data on your desktop or hard drive;
- Do not send confidential data via email, post it to the Web or on social media platforms;
- Do not open/reply to email messages that look suspicious;
- Do not open attachments you are not expecting to receive;
- Do not install programs directly from the internet or received via an email link; and,
- Do not click on Internet pop-ups or advertisements claiming to fix your computer or get rid of malware.

ROADRUNNER DAYS

Barry McKinney, Assistant Dean for Students, attended Provost Council to briefly discuss Roadrunner Days, which will occur on Aug. 21st – Aug. 29th (Classes begin on Aug. 27th). In the past, freshman entering UTSA were divided up based on their choice of major. With the advent of all freshman beginning their academic careers in the University College, some changes need to be made. Currently, there is a committee working to review past events and will determine, with the help of the colleges, what should be included in Roadrunner Days. Barry shared the following draft outline:

Monday, Aug. 25th Convocation:

There will be two ceremonies and a lunch in-between the ceremonies. Unlike last year, where all freshman were divided according to their specific major/college, we will move to an alphabetical system to schedule students. Following convocation, there may be options for students to explore all of the colleges. Barry's committee, which consists of himself, Lisa Blazer, Barbara Smith, and Beverly Woodson-Day, will meet with the associate deans from each college to discuss afternoon college sessions. The associate deans consist of:

COA:	Robert Baron	COPP:	Francine Romero
COB:	Lisa Montoya	COS:	Craig Jordan
COEHD:	Page Smith	Honors:	Alegra Lozano
COE:	TBD	UC:	Susan Colorado
COLFA:	Deborah Thomas		

Tuesday, Aug. 26th:

Various Activities/University Open House (TBD)

Wednesday, Aug. 27th:

First day of classes and President's events

Thursday, Aug. 28th:

Fraternity/Sorority events. Also, the football games versus Houston, originally scheduled for Aug. 30th has been moved to Aug. 29th (location remains the same U of H). Student Affairs may add an event/pep rally to the day's events.

UTSA DAY

Dr. Frederick mentioned that he attended UTSA Day, which was held on Saturday, April 5, 2014. He stated that over 2,500 parents and students attended to learn about UTSA and the various colleges. He mentioned that he was able to attend the presentation given by the Lisa Montoya's group from the College of Business. He has invited Dr. Montoya to attend the June Provost Council meeting to see her presentation and possibly use as a model for future presentations.

TRAVEL MANAGEMENT SYSTEM

Dr. Frederick provided a summary/update on the new travel management system that was implemented last year. Dr. Frederick stated that UTSA is one of the highest users of the online system (CONCUR) offered through Corporate Travel. He also stated that the university is assessed a management fee per session for travel arrangements and that these costs vary depending on whether the traveler uses the online system or full service. A typical management fee for the online system ranges from \$4.75 to \$14.25. The typical fee for full service ranges from \$16.50 to \$49.50. The prices are for domestic travel only and dependent upon the traveler making their arrangements in one setting, versus piecemeal (going back and adding a hotel or car rental).

During the implementation phase of the new system, UTSA covered all of the management fees. Beginning in Fall 2014, each VP area will be responsible for covering their fees. These fees will be passed on to the appropriate college or vice provost area. Dr. Frederick encouraged the Deans and Vice Provost's to inform their faculty/staff to utilize the online system because of the lower management fees. A few of the Council members expressed their continued frustrations in using the new system, especially the online system. One example, is the difficulty of not finding a flight on CONCUR when it is listed on the airline website. Dr. Frederick asked the Council members to please send him an email with specifics so that he can take it to Mr. Kennedy, VP for Business Affairs, who in turn, can inform UT System.

Announcements:

2014-2015 Leadership UTSA nominees due April 18th

Faculty Mixer: May 1, 2014; 5:00 – 7:00; Faculty Center

Commencement Schedule:

HONORS COLLEGE: Fri., May 9, 2014; 10:30 am; UC Ballroom

COEHD & COS: Sat., May 10, 2014; 10:00 am

COA, COB & COPP: Sat., May 10, 2014; 4:00 pm

COE, COLFA & UC: Sun., May 11, 2014; 2:00 pm

} **Alamodome**

May Provost Council meeting cancelled

June Provost Council meeting: Wed., June 4, 2014 at 2:00-3:00; JPL Assembly Room