UNIVERSITY OF OREGON

December 14, 2006

To: Don Harris, CIO

From: IT Policy Task Force:
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  Andrew Bonamici, UO Libraries (co-chair)
  Randy Geller, Legal Services
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Subject: Task Force Progress Report

The IT Policy Task Force was appointed in Fall, 2006 with the charge to 1) Review standard categories of IT-related policy and procedure as identified by EDUCAUSE and other organizations. 2) Review the UO's policy framework to determine where IT-related issues are currently addressed and identify existing potential gaps. 3) Recommend high priorities for new &/or revised policies, and identify likely stakeholders to lead the policy development process.

The task force met on a weekly basis through fall term. We assembled as many IT-related UO policy resources as we could find, including an October 2005 Computer Use Policy drafted by Legal Affairs but not yet adopted, and examined policy resources from the EDUCAUSE/Cornell Institute and policy websites from other institutions.

Following this orientation and information-gathering phase, we began an in-depth review of twelve major policy categories. Note that some of these categories aren't necessarily IT-specific, but have significant IT components or implications.

1. Academic Freedom

2. Intellectual Property

3. Acceptable Use

4. User Accounts

5. Standards

6. Email

7. Data Security

8. Privacy

9. Records Management & Retention

10. Access for People with Disabilities

11. Web Policy and Guidelines

12. General (oversight; authority; policy development process; community feedback; consequences/penalties for violations; appeal processes)

Individual Task Force members are taking the lead with one or more of these categories, using the following template for review and discussion:

1. Does UO have an existing policy in this area? (y/n). If yes, provide link or insert text

2. Is this area addressed in an Oct 2005 draft Computer Use Policy from Legal Affairs? (y/n)? If yes, insert text.

3. Are we aware of other campus or OUS groups working on this policy? If yes, indicate name of group and brief description of project.

4. Are we aware of "best practice" examples from other campuses? If yes, provide links.

We anticipate completing this process for all categories in early Winter term.

Although our process is still underway, we can offer some general observations:

- This project is overdue. From a campuswide perspective, there are significant gaps in our IT policy framework. These gaps and potential strategies for addressing them will be articulated in detail when our group completes its work.

- Schools, colleges, and administrative units have developed various IT-related policies on their own. We need to determine whether or not these policies will be superseded by campuswide policy, or if local flexibility will be permitted.

- Our search for existing IT-related policies across campus was very challenging. There are multiple presentations of policies by the central administration, schools, colleges, and administrative units. A single comprehensive campus online policy library would be very beneficial (for examples, see University of Minnesota <http://www.fpd.finop.umn.edu/groups/ppd/documents/main/policyhome.cfm> or UC-Berkeley <http://campuspol.chance.berkeley.edu/>). In some cases policies may be codified in OARs or ORS sections, and suitable links will help improve the visibility of those provisions.

- An IT Policy section should be added to http://policies.uoregon.edu/

- Context and presentation are important. In addition to policy statements per se, associated procedures and contact information make the policies real and useful to the community. The UO's Business Affairs policy site does a good job with this <http://baowww.uoregon.edu/policy.htm> and could serve as a useful model for organizing IT policies.

- The UO needs to address several rapidly emerging issues and developments that have significant policy implications, but may not be on the general radar. These include:

  1. CALEA (the Communication Assistance for Law Enforcement Act). If it is determined UO (and/or OWEN/NERO, the statewide network) must be compliant with the provisions of the Act, full compliance must be achieved by May 14, 2007. For more information, see the EDUCAUSE CALEA Resource site at <http://www.educause.edu/Browse/645?PARENT_ID= 698>

  2. New Federal e-discovery requirements took effect December 1st, 2006, and have potentially profound implications for how UO handles enterprise data storage and access requirements.

  3. Control of Personal Identifiable Information (PII) offers both practical challenges and examples of rapid translation from policy to procedures to implemented actions. To see this in practice, look at the University of California's draft guidelines <http://istpub.berkeley.edu:4201/bcc/Spring2007/979.html> in response to the UC Proposed systemwide policy on stewardship of electronic information resources. <http://www.ucop.edu/irc/itsec/uc/proposed.it.policy.html>

  4. UO faculty, groups, and departments are rapidly adopting hosted/free services for institutional activities, including teaching. Examples include offsite blogs, wikis, social networking/tagging tools (facebook, myspace, del.icio.us, etc.), game/simulation environments (Second Life), streaming/downloadable media services (iTunes, Google Video, YouTube).

- There is a need for a focused, dedicated staff to provide ongoing review of emerging IT policy and procedural issues, and authoritative guidance for campus units in adoption and compliance.

- There is a need for orientation and training at all levels. This may require additional resources.

Thank you for the opportunity to serve on this important project. If you have questions, please contact any member of the Task Force. For additional information, refer to the Task Force web site at http://www.uoregon.edu/~bonamici/itpolicy.html