



**Steering Committee for the Oversight of
HLC and Legislative Academic Compliance**

MINUTES

April 27, 2017

✚ **Members Present:** Ann Bentz, Kim Black, Linda Black, James Broscheit, Charlie Couch, Larry Loften, Stephen Luttmann, Matt Pottorff, Gardiner Tucker, Jeanie York.

Members Absent: Marty Somero.

Guests: Matt Langford, Phil Wyperd.

✚ **Approval of Agenda/Minutes from March 23, 2017**

The Committee unanimously approved the March 23, 2017 minutes.

✚ **Chair's Report**

Ann welcomed Matt Langford, Chief Information Security Officer and Phil Wyperd, Director of Institutional Systems and Architecture.

✚ **Data Security – Matt Langford, Phil Wyperd**

- Matt and Phil outlined a recent data security incident (RE: Bear Numbers) and actions taken (description, timeline, resolution, mitigation, remediation, investigative opinion).
- Insight reporting, FERPA information, FERPA training (Skill Soft), encryption, Institutional reporting
- Campus email correspondence is safer than private/home network.
- Data Loss Prevention program coming soon (Microsoft) – sender will receive a warning when sending something externally. Program does not include a security message for transmission of Bear Number.
- [Azure RMS Rights Management Services](#) - protecting documents for internal distribution
- [FERPA information on Registrar's website.](#)
- Next Steps (Committee): Provide policy language (what information can be shared, for what purpose, format). What is the minimum training required for people with access to these platforms with the secure information? Recommendations to Provost for a mandatory training program and clear policy language for data security.
- IMT, HR, Registrar's recommendations for training guidelines and method for follow through regarding infractions.

✚ **Next Meeting May 25, 2017 (10:30 a.m.-12:00 p.m.) Carter Hall 4th Floor Board Room.**

Lori Riley, Recording Secretary