

## **Minutes from the LMIS Committee meeting for March 1, 2019**

**Present:** Jane Carlin, Kate Cohn, Jeremy Cucco, Andrew Gomez, Sue Hannaford, Quentin Hubbard, David Latimer, Janet Marcavage, Kaity Peake, Lori Ricigliano, Adam Smith

The meeting was called to order at 8:01 am.

A motion was made to approve the minutes from our last meeting (February 15, 2019). The motion was seconded, and the minutes were approved.

Cucco began with two announcements. First, the search for the Deputy CIO is entering its final stages with on-campus interviews set for early to mid March. Members from the LMIS committee are invited to meet with the candidates. Second, Technology Services will host a leadership development workshop during spring break. The workshop will involve an on-campus project in which attendees will work, as consultants, to solve a campus issue (e.g., excessive campus-wide printing). The project will involve three different cohorts: one from Technology Services, the student body, and the faculty. Cucco invites LMIS committee members (and the broader faculty) to participate in this mock consultation.

Carlin comments that the volume of printing is staggering and asks if the Print Green initiative has had any impact? Cucco responds that, of the 13 million printed pages, faculty are responsible for 8 million pages. Given this figure, faculty, not students, are the more significant consumers. Marcavage adds that classroom projectors might help cut down on the need to give students printed materials for lectures. Cucco agreed that money saved on printing could offset some of the costs associated with increasing the number of tech classrooms. Smith questions whether a paperless classroom truly is more environmentally friendly. Cucco acknowledges that the electricity used to power technology involves both expense and the carbon footprint associated with power production, but it's not known which option presents the better solution.

For the remainder of the meeting, Peake gives the committee an overview of the functionality of Google's G Suite, touching on the different available applications (word processor, slides, spreadsheets, forms, chat & whiteboard program). During the talk, several questions arise. The committee learns of some of G Suite's advantages: accounts are monitored and protected, a host of collaborative applications are available, data storage is unlimited and free, data storage is FERPA (not HIPAA) compliant. Peake stresses the importance of keeping one's personal account separate from one's university account, in part, because the storage of student records on one's personal account is not FERPA compliant.

Hannaford asks how Google benefits from offering their services for free. Cucco affirms that Google does not mine our data, nor does it use online advertising. The company is benefiting by virtue of the free advertising that comes merely from the G Suite name; additionally, using Google at university might encourage Puget Sound graduates to use the product (for a cost) once they leave the university. Cohn added that she frequently hears faculty bring up the mining

issue, and she encourage Cucco and Technology Services to assure the faculty that Google does not mine data.

Google does monitor documents for sensitive information like social security numbers or financial account numbers. Their algorithm looks for such sensitive data and its context within a document, but it doesn't catch everything. Google will not share our data with third parties (except perhaps in legal cases). It will not collect student data for advertising purposes.

Gomez brought up the point that a Google doc created in the team drive automatically shares the document with the group. When working in a team drive, it is very easy to unintentionally share a file without you noticing it. Cucco remarks that we must educate people to create documents within one's own drive before sharing it with the team drive.

Peake requested that we peruse the university's G Suite FAQ page and then provide feedback on how it might be improved.

Hannaford asked if a copyright issue might arise when sharing an image/document (e.g., a textbook image) on a team drive. Ricigliano replied that it is sufficient to append a note to the file stating that the file is to be used only for educational purpose so that students won't inappropriately share it.

Cucco added that one benefit of linking Puget Sound with Google is that Google notices when certain accounts are compromised; that is, Google notices when UPS credentials are being sold on the dark web.

Smith asks whether Google docs supports vector based graphics like svg. Peake says that she can find the answer.

Hannaford asks if the university knows if incoming students are familiar with G Suite apps. For instance, can we assume that a student can use the spreadsheet? Carlin said that a question on familiarity with this software can be added to the research practices survey that is administered to incoming students.

Cohn suggests that Technology Services hosts an open session to help faculty and staff disentangle their person Google account from their university one.

The meeting was adjourned at 8:55 am.

Respectfully submitted,  
David Latimer