California State University, Chico

Academic Senate, Zip 020
530.898-6201

Faculty and Student Policies Committee Minutes

TO: Faculty and Student Policies Committee

FROM: Nicholas Burk, Rotating Secretary

DATE: February 2, 2023

SUBJECT: FASP Meeting Minutes – February 2, 2023 at 2:30 PM

VIRTUAL MEETING Via Zoom:

https://csuchico.zoom.us/j/2154349094?pwd=aTY1SlVNVzBmMzZuQVVDMEVmUFJxQT09

[Zoom Link](#)

Zoom ID: 215-434-9094

Password: 279547

Attendance: Tim Sistrunk; Nicholas Burk; Miriam Walter; Terence Lau; Bryan Dixon; Jay Aboudi; Jeff Trailer; Teresa Traver; Ennies Musvosvi; Janell Bauer; Dennis O'Connor; Holly Ferguson; Mahalley Allen; Jennifer Rotnem; Nicole Sherman; Emily Bruns; Patrick Newell; Ana Medic; Rachel McBride-Praetorius; Elizabeth (Betsy) Boyd; Kathleen Kaiser; Athena Zhang; Jennifer Brundidge; Dr. Maleta Wilson

2:33 PM – Meeting called to order

1. Minutes from November 17, 2022 were not provided to the group in time for review

2. Agenda – no discussion, **Approved**

3. Action Items
    a. Proposed Revision of EM 19-033: Campus Sustainability Committee
        o Jennifer Rotnem introduced and provided document background
        o Trailer: What's the distinction of being Ex Officio if you're voting?
        o Sistrunk/Boyd: ex-officio status indicates reason for participation in committee membership by virtue of their employment position/office. Voting is optional for ex-officio status.
        o Vote did approve voting status for ex-officio status members
        o No other comments or issues raised
        o Vote for approval of revised Campus Sustainability Committee guidelines –
        o **Approved**

4. Introduction Items
    a. EM 19-027 Proposed Revision on Policy on Info Technology Governance
        o Bryan Dixon provided an overview of changes included in this proposal
        o M. Allen – Made two comments. 1. University Technology Advisory Committee (UTAC) Membership – requested an update to titles in

membership list to reflect recent changes in those titles. 2. Staff member recommended by Staff Council for appointment – why can't Staff Council select their own member for committee involvement, whereas other committees can select their own?
- o Newell: Having served on this committee, expressed concerns overly strong control of agenda/Proposals solely by President or VP of Info Technology
- o Boyd: Echoed concerns that P and VP of IT essential get a double-vote on EC when Proposals reach Executive Committee; need to ensure that majority of votes come from faculty, staff, students
- o **Sistrunk asked Bryan Dixon to bring our recommendations back to the committee for potential edits before returning as Action Item**

b. Proposed new [EM 23-XXX: Policy on Chico State Email and Electronic Communications](#)
- o Sistrunk provided an overview and purpose of this Policy
- o Discussion:
- o M. Allen – a few concerns – first, the Subject line – this policy seems to be more about email – not about all electronic communications; Life Cycle – need more clarity on when "separation" from University happens, under various circumstances (e.g., contract faculty who are not offered classes every semester); General repetition problems in document; Need clarification on whether emails are truly irretrievable if emptied from Trash.
- o B Dixon – this document reflects some remnants of considering a separate email policy for students; there may be some confusion caused by this.
- o Newell – noted that link to this policy in the Agenda did not work
- o Boyd – disturbed by pg. 2 paragraph 2, "all information created, modified and/or stored on university computing equipment is the property of Chico State" – concerns about improper use of computer resources and whether the university can be considered liable in the case of potential criminal behavior on computers.
- o Boyd – Also, in "Scope" on pg. 2, first paragraph: need to enable students to keep Chico State email accounts beyond graduation/departure, contrary to what this policy claims. It serves a vital purpose for keeping in touch with graduates.
- o Newell – two questions. "Security" anyone who has appropriate administrative access will have access to users emails. Who are these administrators? Transparency? Also, "electronic" communication applies more broadly than this document indicates. Access to Box/other systems?
- o McBride-Praetorius – need to clarify student access to email post-graduation or departure. Policy says they lose it two years after departure, but actually in experience it seems to happen almost immediately.
- o Kaiser – when is data kept or destroyed? Any communication in serious crimes require keeping data for 20 years. Does this document ensure that, particularly regarding emails?
- o Lau – two observations. Confidentiality & Legal. Can Chico State truly claim ownership on all digital files of computers that merely connect to its wireless networks? Seems over-reaching as it applies to personal devices and those from visitors who use Eduroam. Section that says no confidential information on unencrypted email suggests it's OK to send confidential information as long as it's encrypted? Also, question of whether email data is actually encrypted, as this Policy dictates.

- o Trailer – under "Prohibited Email Practices" – auto forwarding email to non Chico State address is prohibited? This practice may be a necessity for some, i.e., to integrate email accounts toward ensuring that all emails are seen.
- o Allen – Outlook Calender does not seem to be included or mentioned in this Policy – connected to email.
- o Allen – Also, the policy specifying that confidential information shall not be sent via email – in practice, this policy is violated often.
- o Brundidge – questions whether this policy addresses or prohibits personal emails sent via Chico State accounts. Problematic and impractical if it is prohibited. Also, policy specifying that Chico State email is not to be used for commercial purposes - this is unclear/vague of what it means. E.g., Amazon account emails/receipts?
- o Newell – in response to Lau: email data does not seem to be encrypted.
- o Boyd – **I move to send this document back to the Committee** to discuss/revise according to our comments and concerns.
- o **Seconded**
- o Vote to send back to committee:
- o **Approved**

5. Subcommittee Reports/Conversation
    a. Overview FASP Policies and EM Subcommittees 2022-23
        - o Sistrunk provided overview of updated document list
        - o Boyd – concern: pg. 1. Item 3. EMs listed that are being drafted. Boyd hasn't been contacted about participating. Also, update to #4, University Budget Committee EM. One person is missing from membership list – student rep from last year – has been included in emails, but unclear on participation. AS students on FASP? Should be 3, but none present.
        - o Allen – Item 3. EM-12-064 Policy on Research Integrity – needs very significant work, ie, like a full year's worth of updates. So, it's not complete and I should be added to membership.
        - o Newell – Request update on #6 and #7 from Sistrunk?
        - o Sistrunk -- #6 was forwarded to President Hutchinson. But events of November/December have delayed/complicated the revisions of this Policy. Same with #7, but with even more complications of needing to include updated input from a number of groups.
        - o Boyd – Item #9: is that really the Board of Trustees? Or is that the Chancellor's Office? Concerned that opportunity for advancement might be removed for faculty/staff – which has been well established at Chico State.
        - o Allen – Chancellor's office released an updated Employment Right to Retreat Policy, which has been made public in November – Retreat rights not taken away, but certainly modified.

6. Other
    a. Maleta Wilson, new visitor – introduced herself. Designee of VP of Student Affairs, responsible for Rights & Responsibilities of our students. Student complaints involving potential discrimination but that do not meet threshold – what to do with those potential situations. Can this committee potential develop a policy for these cases?
    b. Sistrunk – contact me Maleta, so that I can add you to later agendas.

7. Adjourn – 4:06 pm