

## **Infrastructure Council**

8 April 2010

Library West Room 429

9-11 AM

### **Minutes**

#### Attendees:

Jane Brockmann  
Charles Frazier  
Shannon Holliday  
Marjorie Hoy  
John Ingram  
Bill Millard  
Mark Orazem  
Naomi Young  
Tim Young  
Steve Pritz, guest

The meeting was called to order at 9:03 AM.

The minutes of the March 4 meeting were approved.

Jane Brockmann provided the council with an update from the Steering Committee meeting.

The council discussed the FERPA online training module with Steve Pritz.

The council would like it if the FERPA trainings could be combined and made more relevant to faculty. The council discussed who has the authority to require faculty to take trainings.

The council felt that close to 80% of the training has nothing to do with faculty and did not answer the questions that faculty really have about FERPA such as how to handle letters of recommendation.

The general counsel and student affairs are responsible for FERPA. The FERPA site has links for students, faculty and staff and there are PPT's for training.

The UF privacy office created a tutorial, not a test.

The council suggested making a shorter version consisting of bullets for faculty to read in lay terms and perhaps a longer version for graders. Faculty ultimately want to know what they can and can't do.

Chuck Frazier has been working to develop a plan for comprehensive one-stop training module for restricted data including FERPA.

The State of Florida has its own privacy laws and the registrar's office is the delegated authority of student record laws.

Issues that the council recognizes are:

Who can tell faculty to do training?

Vetting to make sure training is relevant.

The council thanked Jane Brockmann for her work at the chair for the past two years.

Mark Orazem was elected chair for the 2010-2011 academic year.

Jane Brockmann will send the council's list of recommendations to the textbook adoption website team.

Committee Chairs and Liaisons: Update on current issues.

Report on ITAC-AT and other IT issues (Chuck Frazier) – A web policy committee being formed.

Report from Facilities Planning (Bill Millard) – The committee finalized the library building, and approved placement for Heisman statues.

Possible future topics for discussion:

JWRU renovations

Classroom availability under RCM

T/R classes with APC

The May meeting will be cancelled.

The meeting adjourned at 11:00 AM