

Awareness/Education Subgroup

1/21/09

Discussion Topics

D1) Don explained why he had asked Merri Beth to come up with a quarterly workplan for this group based on her experience and contacts in the area of awareness and training. He feels that the committee is better able to react to a draft plan rather than coming up with the items ad hoc. Merri Beth pointed out that there may be times when others need to inform the committee, such as those with an understanding of the FERPA rules and regulations.

D2) Dan proposed that we add a column to the chart to indicate the intended audience for each communication in the chart. Merri Beth pointed out that after Mark met with Internal Auditing he feels we need to become more aggressive in setting up a Data Manager's Symposium, possibly in late March. Dan pointed out that awareness and training is really what we do, not education. Maybe this first year we concentrate on awareness. The Data Managers Symposium is still awareness and next year it will be focused on training.

D3) Merri Beth led a discussion of the Work Plan and how we might have to move some things around or prioritize. After quite a bit of discussion, we decided to keep the Training Tool in Q3 since we know we want to concentrate on Awareness and postpone training to next year. However, we need to begin to figure out what we want to do in Q3 so we can actually put out an RFP if needed and actually obtain a training tool.

D4) Don then turned our attention to the goals for our meeting today. Merri Beth explained the background on how we develop documents like the "flippy book". Merri Beth noted that if we are going to start with "critical" data (the Red Hot items we defined), we have to explain what we mean by "critical" data. Merri Beth noted that the Policy Group did not like the designation of "red hot", but that we need to keep that visual on the "Flippy book" since this is for front-line staff, not people at the executive or policy level. Merri Beth asked the group about how they felt this type of reference might work and they liked it. Audience is anyone who has access to institutional data. Don suggested that the Data Managers might play a role in distributing these to their own people; at least send a reinforcing message to their areas. Don felt this was a huge step forward in bringing awareness about handling of critical data. While it's not training, it IS awareness. Expediency is important.

D5) Don felt that we need to add a data FAQ which will inform users about the various categories of data and how they are classified. Merri Beth feels that we need to get the "flippy book" distributed within the next few weeks whether it is perfect or not. This should hit about the same time as we announce the need for encryption. Merri Beth pointed out that the standards would be coming out in the next couple of months as the Policy group works on them.

D6) Don pointed out that if we end up with a firestorm of reaction to this the "flippy book", it means we are successful. At least we have raised awareness; this will inform what we do as follow up. Dan felt

that he could get feedback from his users in the next week. Marilyn will ask her communications person to look at it.

D7) Dan raised the issue of “encryption at rest”. Would this still be required for data housed in the UITS data center? Tom will need to find out the answer to this question. Does this also mean that if there is a local LAN that houses any of this “critical” data that these data should be encrypted on that LAN.