

# Academic Computing Policy Board

## Meeting of November 4, 2002

**Present:** Bjorklund, Lembke, McKelvey, Peters

### **Approval of Minutes**

Minutes from the meeting of October 7 were approved.

### **Privacy of Personal Files**

- The committee met with the Assistant Provost and Director of Human Resources to gain a context for our work on updating the "Privacy of Electronic Files" documents on October 28, 2002.
- Discussion topics:
  - Split appointments: Some individuals hold appointments that are both faculty and staff. These may be long-term arrangements or short-term. As policy about Privacy of Electronic files is crafted, ways of handling these positions are important. It became clear that there are differences between Faculty and Staff with regard to privacy of electronic files.
  - When could electronic files be searched or accessed?: Three situations were presented during the meeting:
    - unexpected incapacity of faculty member (injury, illness or death)
    - situations involving the faculty member that raised possible legal issues for the college.
    - situations where a faculty member has violated established ethical norms of the workplace, college policies or state/federal regulations.
    - current policy states that access to electronic files "?.is normally exercised only if the account owner specifically requests that an employee access the account or if such access is required to maintain system performance or security, or upon presentation of warrants, subpoenas, or court orders, or upon the request of two Vice Presidents. Such a request shall be made only upon presentation of convincing evidence of probable cause related to a flagrant violation of federal or state regulations or college policies".
  - Right of Faculty to be informed about Electronic file search
  - The committee agreed that a faculty member should receive notification if their electronic files will be accessed or are being accessed for legitimate reasons (as defined in the final policy). The notification should come from the Director of IIT and include

- a St. Olaf administrative member name they can contact with questions.
- Should faculty have a different status from staff regarding electronic privacy?
    - Faculty have both professional activity and college work materials as electronic files.
    - A Faculty position is one of the classical "liberal professions"
    - While faculty positions have a defined "superior", they do not have a more traditional supervisor. As a result, there is a great blurring of their professional personal work and their academic teaching, college and service work.
    - Discussion resulted in a conclusion that a different policy statement is warranted for faculty and staff.
  - Regarding access to electronic files, are there differences of practice and procedure between files owned by IIT (system log files, management files, etc) and faculty files (email, server files and files on a college office machine or laptop)?
    - Discussion revealed that the current practice follows the same procedure for both types of electronic files. Discussion supported the continuation of these practices. Policy statements should reflect this.

### **Announcements**

A question about telephone voicemail was raised at a previous meeting: Is voicemail backed up and if so, how long is the backup saved? A recent inquiry to telecom indicated that voicemail is backed up and saved for up to 2 weeks.

The next ACPB meeting will be held on Monday, November 11.

Respectfully submitted,  
Brian Bjorklund  
ACPB Member, 2002-03