INSTITUTIONAL DATA MANAGEMENT COUNCIL
MEETING SUMMARY
Thursday, July 16, 2015
11:00 – 12:00PM
Clark Hall 540

PRESENT: Gail Finney, Mike Cook, Marian Sofish, Marna Genes, Stacy Gleixner

ABSENT: Carrie Medders, Chao Vang, Josee Larochelle, Scott Heil, Sharon Willey,

GUESTS: Kate O’Malley

The meeting was called to order by Chair, Mike Cook at 11:00 a.m.

ACTION ITEMS:

I. Committee to review draft Information Security Standards
   Mike Cook will provide a list with links to the standards that the Committee needs to review for input.

II. Review and Update Request for Individual Data Request Form
   It was agreed upon by the committee the Request for Individual Data Request form & System Access Request Form need to be reviewed and updated. The committee would like this form to be automated in iSupport to document approvals and owned by the Information Security Office. This will leave an audit trail when access needs to be audited.

III. Action Items
   The Committee would like to have working meetings for action items in between meetings to help make progress.

INFORMATION

I. Introductions
   Committee members introduced themselves to the Committee.

II. Security Training
   There was discussion regarding the required security training that went out to Campus in March. Committee wanted an update of the success of this training and how it was going. There was discussion regarding an issue with a browser and how to communicate that going forward. Also, there was discussion of how we need to clean up the database and the POI’s. HR will be having a POI audit to help disable access for people who are no longer active in the system. Committee discussed communicating this required training to campus, there was some confusion regarding the communications that went out to campus.
III. 2015 Information Security Audit Updates
Mike Cook gave an update on where the Campus is at on the Information Security Audit is. Some of the audit findings will affect the IDMC.

1. **Finding 1: Policy Issuance and Approval**
   San Jose State has draft standards in place. Mike Cook discussed a plan on how we communicate these draft standards to campus and what groups need to provide input regarding these standards. Mike Cook suggested that he will determine what standards the IDMC needs to review and provide the committee with a list of standards to review.

2. **Finding 11: Inventory and Assessment of Protected Data**
   San Jose State needs to be more consistent on how they inventory and assess protected data. The committee would like to know whose role it is to do internal audits at the college and department level. The committee would also like to make sure the campus is educated on the levels of data. Discussion on how to communicate the levels of data to the campus.

3. **Finding 15: Record Retention and Disposal**
   San Jose State has been working with the Chancellor’s office in regards to this finding. There was much discussion in the committee about this finding about the campus needing to address this so it is not a risk for the campus. Concerns regarding the scope of a true reconciliation were expressed from Student Affairs. Mike Cook will keep committee informed when official documentation is provided from Chancellor’s Office.

The meeting was adjourned at 12:15 p.m.