



Ad Hoc Faculty Senate IT Committee Meeting

31 May 2023

10:30 AM, 1008B Center for Computation and Technology

Minutes of the Meeting

I. Call to Order: Singh called meeting to order at 10:30 am

II. Roll Call

Present: Param Singh (Chair), Gerry Knapp, Juana Moreno, Ken Lopata, Sumit Jain (Ex-officio), Scott Baldrige (special advisor)

Absent: Fanny Ramirez, Sam Robison, Larry Smolinsky, Craig Woolley

III. Public Comments: None

IV. Ad Hoc FS IT Meeting Minutes Approval from 29 May 2023: After minor amendments, Knapp moved to pass the minutes. Moreno seconded. Passed unanimously.

V. Chair's Updates: None

VI. Unfinished Business

- Discussion on IT Policy PS-121
 - Jain discussed various changes to PS-121-ST 4 point B after with the Office of Accessibility. Jain stressed that any aspect of this policy related to instructional purposes must pass through the above office for approval. Mentioned that this office is developing guidelines for compliance.
 - Moreno led a discussion on differences between software and codes. Jain mentioned that by software what is meant is a package of codes including the executable product. Moreno asked about software acquisition process for codes developed in LSU. Jain clarified that codes utilized for instruction process need to pass through accessibility office.
 - Jain mentioned that codes developed and utilized for research and instruction are exempt from the acquisition process, but the latter should be compliant with PS-31.
 - Singh and Lopata asked for clarifications on Linux based systems.
 - Baldrige asked whether software which is optional to download needs to go through the software acquisition process. Jain explained how this can be achieved via IT100 form.
 - Knapp led a lengthy discussion on software included with operating systems and requested if instead of exempting only software included by default with operating system acquisition one could state software bundled with operating system acquisition.

- Baldridge, Jain and Singh discussed software which can be purchased using personal funds on university owned systems. Singh read a note from a LSU colleague Expressing concerns on this issue. Jain mentioned that this is linked with licensing and gave an example from Athletics where this has been achieved. Knapp requested if personally purchased software can be added along with freeware for exemptions.
- Lopata and Baldridge led a lengthy discussion on clarifying and improving proposed changes to PS-121-ST4 B Software installation and usage on the differences between open source software and exemptions for codes developed and utilized for research.
- After very lengthy discussions, Jain with other committee members came up with the following preliminary revision of PS-124-ST4 point B:

Software installation and usage

1. As per PM-50, any software, regardless of type (freeware, licensed, and/or open source), must not be installed on any University owned IT assets, without appropriate review and approval as outlined in the University processes for Software Acquisition.

Pre-approved exceptions that do not require to be submitted through the University process for Software Acquisition:

- i. Legally obtained software for evaluation purposes in an individual, non-instructional setting for at most 30-days is exempt, provided the individual complies with all terms and conditions of the vendor's license agreement.
- ii. Any open-source software acquired for individual and non-instructional use when it is legally obtained and used solely in accordance with all terms of any accompanying license. It should be noted that individual users are required to comply with all terms and conditions related to the license types including but not limited to, modifications, distribution, etc.
 1. Note: Any open-source software used for instructional purposes must comply with PS-31 (Digital Resources and Content Accessibility) and follow Software Acquisition process.
- iii. Codes developed and/or utilized for research and instructional purposes when legally obtained and used solely in accordance with all terms of any accompanying license or instructions.
 1. Any codes provided for instructional purposes should be in compliance with PS-31.
- iv. Software components, included with purchased hardware (or to be downloaded from the hardware manufacturer or designated distributor), designed specifically for the purpose of enabling the functionality of that purchased hardware utilized in accordance with the associated license. At the time of acquisition, operating system, and software components, must be the supported by their manufacturer(s).
- v. Software bundled with operating system acquisition that are governed by licensing terms of the operating system itself.
- vi. Any freeware, i.e., no cost non-open-source software, acquired for individual, non-instructional academic research purposes in accordance with all terms and conditions related to the license, including but not limited to:
 1. Licensing terms and conditions allow for the software to be utilized by an enterprise, i.e., an entity such as LSUAM, and is not exclusively personal use license.
 2. Licensing terms and conditions allow for the data being utilized within the software to remain under the ownership of the University and/or appropriate Data Functional Owner and is not subject to any ownership rights by the manufacturer/provider of the freeware software.

vii. Any libraries (e.g., R package, Python module, C library, etc.) used in programming activities, when it is legally obtained and used solely in accordance with all terms of any accompanying license.

- Singh would reach out to concerned faculty and TSPs for feedback on above.

The meeting was adjourned at 12:34 pm.