



Ad Hoc Faculty Senate IT Committee Meeting

01 October 2024

1:00 PM, 2025 Center for Computation and Technology

Approved Minutes of the Meeting

Attendance:

Present: Param Singh (Chair), Gerry Knapp (Secretary), Scott Baldrige, Fabio Del Piero, Kenneth Lopata, Juana Moreno, Samuel Robison, Craig Woolley (Ex-officio), Sumit Jain (Ex-officio). Absent: Thomas Douthat (special advisor: non-voting), Larry Smolinsky (special advisor: non-voting).

A regular meeting of the ad hoc FS IT committee convened at 1:00pm on October 1, 2024, in room 2025 of the Digital Media Center (Center for Computation and Technology) at the LSU campus, with the Chair and Secretary being present.

The minutes of the last meeting were adopted on a motion by Del Piero.

In the Chair's comments, Singh indicated that at the ITGC meeting yesterday Woolley spoke about the excellent collaboration of this committee with ITS. Woolley indicated the research subcommittee was removed from policy review, so we are the only faculty review committee. Singh indicated our next meeting will be October 8th.

Lopata moved that "we suspend rules and add 'Glean' as first item for discussion", passed unanimously. Jain indicated that Glean is an online tool for students with accessibility requirements to record lectures and have transcripts automatically created using AI (Assembly AI platform), which are uploaded to Glean; it can also create quizzes on the material for the student (using Microsoft Azure OpenAI large language model (LLM)). The recording, transcripts, and quizzes are under the student's account. The Office of ADA & Accessibility has recently acquired licenses for testing the software. Jain indicated that Glean is not using recorded materials for training LLM except possibly at the client level (LSU) or perhaps user (student) level. Issues identified during discussion:

- Clarify how materials are used by Glean and its 3rd party platforms for LLM training purposes.
- Clarify who has access to recording and transcripts, and their legal status. Are they subject to public records requests? Accessible by university administration, and under what circumstances? It was noted that 'note takers' notes are not part of public records. Jain believes that recordings are confidential/private data.
- There are concerns about the quality of the transcription and of quizzes created from it. Could faculty encounter trouble because of mistakes made in transcription and quiz creation?
- Can quiz feature be turned off for LSU licenses?
- Has ODS / Accessibility office defined procedures for records request and privacy issues? Singh requested Jain to speak with ODS Director Blanchard on this topic.
- Singh mentioned he would bring the matter to FSEC's attention and asked Jain for availability for potential invitation to FSEC if the FSEC agenda allows.

After the conclusion of discussion on Glean, FSIT continued discussions on development of educational materials for the IT policies. The committee completed discussion of key points to include in the educational materials for PS-124-ST-3 Data Storage, PS-124-ST-4 Data Privacy, PS-125-ST-1 Asset Classification, PS-ST-2 IT Asset Inventory Management, PS-ST-3 Configuration Management, PS-ST-4 IT Asset Provisioning & Deprovisioning, and PS-126-ST-1 Encryption.

The meeting was adjourned at 2:27 pm, following a motion by Knapp, passed unanimously.

Respectfully Submitted,
Gerry Knapp, Secretary