Information Security Awareness

October was National Cyber Security Awareness Month. The UCF Information Security Office took advantage of this opportunity to inform the campus that information security is a shared responsibility, and that each of us must do our part to protect our personal and university information.

Some of the DOs include:

• DO use the university-provided email system, UCF Exchange, to communicate restricted data;
• DO secure your workstation (lock or log off your session) when you leave your desk;
• DO run the most up-to-date version of your web browser, browser plug-ins (e.g., Adobe Flash, Java), email software, and other programs;
• DO use university-provided VPN solution to securely connect to UCF resources from remote, untrusted networks, such as public Wi-Fi networks, Internet cafes, etc.;
• DO use passwords that cannot be easily guessed, and avoid using the same password on multiple accounts;
• DO look closely at links in an email by hovering your pointer over them. Copy and paste a link from an email message into your web browser. Scammers can make links look as though they go to a legitimate site, but will actually send you to a harmful website;
• DO make frequent backups of critical data, or email, that you do not want to lose; and
• DO follow the UCF email retention policy. Most email must be retained for seven years.

And, some of the DO NOTs include:

• DO NOT copy, download or store highly restricted data from the university’s administrative systems to your PC, laptop, smartphone, public webserver, personal cloud storage system, or any portable storage device;
• DO NOT use a computer without having up-to-date antimalware software running on it;
• DO NOT download programs, applets and images from unreliable and unknown sources — you might also be downloading malicious software;
• DO NOT respond to email or any other communication requesting personal or financial information;
• DO NOT be fooled by various phishing schemes designed to trick you into revealing personal information. Be skeptical if an email message contains an urgent request, or requires an immediate response. When in doubt, call the Service Desk at (407) 823-5117 for assistance; and
• DO NOT forward your UCF business email to a third-party external email system, such as Gmail, Hotmail, AOL mail, Yahoo mail, or any other third-party email system. Such action could potentially expose restricted data and your personal email account inbox may become subject to Florida’s public records laws.

For more DOs and DO NOTs, visit: https://www.cst.ucf.edu/about/information-security-office/iso-resources-rewrite/iso-resources-facultystaff/

For the university’s Data Classification and Protection Policy, which includes definitions of restricted and highly restricted data, visit: http://policies.ucf.edu/documents/4-008.1DataClassificationAndProtection.pdf

myUCF Mobile: Phase II

In late September, additional Student Self Service functionality and an improved user experience were released for myUCF Mobile users.

Over the past two years, students were able to view only eight mobile myUCF apps via m.my.ucf.edu. The latest roll-out of nearly 30 self-service functions allows students to view and also make updates directly on their smartphone or tablet, including:

• About Me
• Holds and To-Do List
• Housing Status
• Class Search
• Enrollment
• My Academics
• My Finances
• Periodic pop-ups (Student Perception of Instruction - SPI, Drug-Free Policy, UCF Alert, Security Challenge Questions)

Nearly any myUCF self-service function can be delivered in a mobile format, so stay tuned for more options coming for students, faculty, and staff. Feedback can be sent to myUCFmobile@ucf.edu.

Coming soon: New tile grouping and functionality
The IT2020 information technology shared services initiative continues to make progress. Both governance committees — the IT Strategic Governance Committee and the IT Professionals Committee — meet monthly, and are addressing the recommendations contained in the McGladrey consultants’ report. The committees have adopted a common Charter, which will align their work and approaches.

The first major IT project to emerge from the IT2020 initiative is improvement of the UCF IT Service Desk. A new service desk software platform, ServiceNow, went into initial production in September, and is being adopted by IT teams across campus. Further development of ServiceNow will continue through this academic year. The ultimate goal is to extend service desk hours to 24/7 and have a single, responsive university-level service desk that covers all of UCF, supplanting the multiple limited service desks that currently exist.

Consolidation of departmental servers and data storage into the Shared Service Center is progressing, and cloud service options (e.g., Amazon Web Services and Microsoft Azure) are being actively explored. Discussions with colleges and administrative units are underway regarding future shared services staffing structures. A new enterprise IT organization, UCF IT, is being developed as the emerging organizational structure that will manage and support the new IT services environment.

For additional information on the IT2020 information technology shared services initiative, visit: http://itr.ucf.edu/SharedServices/

21st Century Library Construction to Begin

Phase I of the 21st Century Library Project for the John C. Hitt Library will soon begin, with construction of the Automated Retrieval Center (ARC) building and renovation of a segment of the library fifth floor where book shelving is now located. Also to be renovated are elevators and restrooms, as well as life safety improvements.

The ARC structure will house an automated retrieval system for books. Most of the books now in the John C. Hitt Library will be housed in the ARC in 13,000 2-foot-by-4-foot bins in racks 40 feet high. The system will have a capacity of 1.25 million volumes, while 275,000 to 300,000 volumes will be housed on standard open shelving in the existing building. The books will be retrieved by five robotic cranes. Initially, three cranes will be installed in Phase I, and two additional cranes will be installed later.

To retrieve a book from the ARC, users will click a button in the online catalog and go to the Circulation Desk to pick up the item. The entire process will take less than 10 minutes — usually less time than it will take the person requesting the book to walk to the desk.

This type of retrieval system is used by many libraries throughout the country, including North Carolina State University, the University of Chicago, the University of Louisville, the University of British Columbia, and the University of Nevada at Reno.

A new, quiet study area will take the place of the shelving on the fifth floor and will be equipped with additional seating and electrical outlets, as well as new furniture designed for individual study.

Phase I is estimated to take 12 to 13 months to complete.

Educational Plant Survey Results

UCF recently completed a quinquennial Educational Plant Survey (EPS), in which representatives from the Facilities Division of the Florida Board of Governors, along with other University Space Planners (UNF, UWF, FGCU and UF) visited campus to conduct a validation of the buildings constructed since the 2011 review and to conduct a needs assessment.

The Needs Assessment portion of the survey allowed UCF to emphasize our space shortages and our priorities for constructing new facilities of various types. More than 24 building projects were presented to the Survey Team, which included improvements to infrastructure, renovations, expansions and new construction. All 24 projects proposed were approved by the visiting EPS team, which clears the way for UCF to request future funding for these facilities.

As a result of the 2015 Educational Plant Survey, UCF has been approved to seek funding to construct more than 2.2 million square feet of additional facilities among its campus sites. High priority projects on the Needs Assessment list included:

- Interdisciplinary Research and Incubator Facility
- Trevor Colbourn Hall/Colbourn Hall Renovation
- John C. Hitt Library Renovation
- UCF Downtown Campus Building I
- Center for Emerging Media Renovation

The UCF Space Planning, Analysis and Administration (SPAA) office is developing a department website (www.spaa.ucf.edu), which will allow UCF employees to inform the unit of any changes, or space requests. The website will also provide updated information on upcoming space changes and allocations across the university.
Curriculum Materials Center Upgrade

The Curriculum Materials Center (CMC), a branch of the John C. Hitt Library located in the Education Complex, serves all students, faculty and staff at UCF, as well as members of the community and teachers throughout the state of Florida.

Thanks to funding from the 2014-15 Technology Fee round, the CMC received some needed updates, including:

- Updated computers and new iPads;
- New large screen and teamwork stations in the study rooms that allow students to connect their laptops and project onto the large screen;
- A 3-D printer;
- A free-to-use scanner that allows copies to be emailed or put on a USB drive; and
- A Promethean board.

Yolanda Hood, associate librarian at the CMC, has received positive feedback from students who are benefiting from the new equipment and renovated space.

CDL Professional Development Opportunity

For many years, IDL6543 graduates have been requesting an opportunity to participate in an IDL6543-related, continuing educational opportunity for skill advancement after they had delivered an online course (M or W delivery mode). To respond to this request, the Center for Distributed Learning (CDL) surveyed past IDL6543 graduates. The goal of this survey was to address faculty needs related to the pedagogical and technological advances that occur over time in online teaching such as those related to new Learning Management System (i.e., Canvas) features, third-party tool use, and developments in video and graphic services, etc.

Based on the results of this survey, CDL created a new professional development course called IDL7000, which is designed to deliver supplementary professional development to IDL6543 graduates in order to update their online teaching skills and cultivate an online learning community.

Other topics covered in IDL7000 include: CDL Services (e.g., Video Team, Graphics Team, Mobile & eTextbook self-paced online courses), UCF Services (e.g., UCF Library, Office of Instructional Resources, Student Academic Resource Center), and External Resources (e.g., Universal Design for Learning, Open Educational Resources, Emerging Technologies, open source graphics and video). Participation in this six-week course is voluntary, and participants must complete the required activities in order to obtain the Certificate of Completion.

If you are a past IDL6543 or OFRA-certified instructor and are interested in this professional development opportunity, please visit this site by copying and pasting the URL into your browser:
http://bit.ly/1M3QwIx

If you would like more related information, please contact Sue Bauer at SueB@ucf.edu or Kathleen Bastedo at KathleenBastedo@ucf.edu.
**Florida Nature Artist on Display in Library**

Artist Joy Postle: Inspired by Nature, 1896-1969, will be on display at the John C. Hitt Library from Nov. 2 through Dec. 4, 2015. The UCF Libraries Special Collections and University Archives’ collection of books, manuscript material, and fine art by and about Postle documents her work and her legacy as an artist, muralist, naturalist, poet, writer and entertainer.

Although Postle was not a native Floridian, she spent more than 40 years meticulously capturing the vibrant Florida environment in paintings and murals. She painted in natural surroundings. Heat, rain, mosquitoes and difficult terrain were overcome as she worked patiently for many hours at each sitting, supported by her husband, Robert Blackstone. “He rowed the boat,” she said, enabling her to laboriously and quietly paint water birds and wildlife in their natural settings.

The legacy of Postle’s beautiful vision of our environment continues to inspire many, and to delight those who discover her work for the first time. Her work — with its detail, light, color and humor, mixed with fantasy — still captures the imagination of viewers, reminding people of nature in its unblemished form.

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**State of the University Address Available on Webcast**

President Hitt’s State of the University address, delivered September 30, reached more than the capacity audience in the Pegasus Ballroom.

This year, the Office of Instructional Resources webcast the event, which was viewed live by more than 400 additional faculty, staff and students who were not able to be present in the live venue.

The State of the University presentation was delivered using the newly adopted lecture-capture platform, Panopto, which made it possible for OIR to not only provide the speech live, but also store the presentation for later viewing. To date, nearly 600 unique viewers have accessed the video.

The recording is available at: http://oir.ucf.edu/webcast

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#7 Painting (Rhapsody in Rose) — Joy Postle
The clouds overhead began to glow with flecks of coral fire. Pink veils trailed across the sky. The Spoonbills became excited. They gamboled about, jumping high, and snapping their bills. There were mock flights, games of tag, follow the leader, ballet steps.

(Screenshot of webcast) Grant Heston, UCF’s vice president for communications and public affairs, moderated this year’s State of the University Address with President Hitt

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**information technologies & resources websites**

Center for Distributed Learning (CDL)  http://cdl.ucf.edu  
Computer Services & Telecommunications (CS&T)  http://cst.ucf.edu  
Information Technologies & Resources (IT&R)  http://itr.ucf.edu  
Office of Instructional Resources (OIR)  http://oir.ucf.edu  
Space Planning, Analysis, and Administration (SPAA)  http://itr.ucf.edu/spaa  
University Libraries  http://library.ucf.edu