

# School of Music and Dance

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Sabrina Madison-Cannon, Dean

## MEETING MINUTES

January 22, 2020

**Faculty in Attendance:** Boss, Brunkan, Chatfield, Esquivel, Fine, Foley, Gearhart, Ghillebaert, Gries, Grose, Hatakeyama, Helgeson, Kim, Koenigsberg, Kyr, Llinás, McQuilkin, Mentzel, Nobile, Owen, Phillips, Ponto, S. Rodgers, Shner, Straka, Strietelmeier, Van Dreel, Viens, Wachter, Wagoner, Wayte, Wheeler, Wiltshire, Wolf, Wallmark

**Faculty Not in Attendance, but Excused:** Bellona (teach), Garner (teach), Grossman (hosting guest), Honka (teach), Jantzi, Kerner (teach), Kruckenberg (teach), Krueger (rehearsal), Peña (travel), Pologe (sick), Silveira (teach), Smith, Vanscheeuwijck (sabbatical)

**Staff in Attendance:** Bates, Benefiel, Cagno, Eckelberger, Glenn, Mason, Mikesell, Stanny, Stevens

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### Call to Order

Dean Sabrina Madison-Cannon called the meeting to order at 3:03 p.m.

### Approval of the Minutes

The minutes of the November 13, 2019 meeting were approved as written by unanimous voice vote.

### IT User Awareness Training | Leo Howell, Chief Information Security Officer

Dean welcomes Leo Howell to discuss cyber security on campus. Howell leads by saying that data security and protecting sensitive information is important so information does not end up in the wrong hands. He adds that it's important to not only protect university systems but also our personal accounts—online banking, medical records, social media, smart devices.

It's important to secure personal devices and home devices like Alexa, Google, and Siri. Did you know that many of these commands do not require voice recognition so these types of devices can be at risk to be accessed by the wrong person with a simple "Hey Alexa, read my messages from today". Howell informs us that we can (and should) customize the device's name via the device settings. We should also be mindful of temporary access like remembering to unsync your phone from a rental car.

Howell shares common attack methods:

1. Phishing (email, phone, text)
2. Hacking (password theft, website exploits)
3. Malware (Spyware, Ransomware)

Grose asks what if you back up your computer before it gets hacked?

Howell answers that then you can restore your computer and this is the solution to keeping your computer and data safe. Prevent and Recover—back up and update your computer often.

Howell reminds us that the university will not ask us for our username and password via email.

Howell tests the SOMD faculty with several scam examples and asks “can you spot the phish?” [refer to slides starting on page 10 for examples]

How can we defend ourselves again attacks?

- Device Loaner Program—UO Travlrs visiting high-risk countries can check-out loaner laptops for their travel so you only travel with the specific data/information you need—these laptops have additional security software in place
- UO Phish Tank—quickly find foiled phishing messages and also see legitmate messages:
- Phishtank.uoregon.edu
- URL link protection—all external links are evaluated and blocked if high likelihood of maliciousness

Howell provides password tips:

- Use password phrases instad of password
- Use 2-factor authentication
- Use substitutions (5ub5t1tut10n5)
- Use more than 10 characters
- Use different passowrds for different domans (Yahoo, Facebook, uoregon.edu, etc)
- Change passwords regularly—at least every six months
- Use a password manager
- Never use login as password
- Never store passwords under keyboards, desk drawers, or on sticky notes near monitor
- Store a clue in your wallet/purse
- Never store them on your refrigerator
- Never share passwords with anyone
- Never send them in an email

Howell reiterates the importance of Two-step login (also called 2-factor authentication) and that it reduces our chance of having a password breach by 98%.

Top defenses for keeping data and information secure at home:

1. Two factor autication, banks, medical, social media, etc
2. Use pass phrase instead of password
3. Automatic updates
4. Phishaware
5. Back-up

Howell wraps up his presentation by asking for questions.

Mason asks has anyone been caught sending a phishing message?

Howell: Most messages are from oversea—places such as Russia, China, Iran, North Korea. Scammers from different countries want different things like money or intellectual property.

Faculty question: With my new iPhone, I'm getting requests for Face ID authentication? Is that safe?

Howell: Yes, it's more secure. It's a form of two-step authentication.

Faculty question: Why are we prompted to change our Duck ID password every six months but we never change our PAC (on DuckWeb)?

Howell: We are working on updating the login for DuckWeb to be more secure and have the same two-step login process as other university systems.

[slides from Howell's presentation distributed with the meeting minutes and posted to the blog]

### **Notice of Motion**

Associate Dean Mike Grose presents a Notice of Motion from the Undergraduate Committee; the following new course has been proposed by the musicology faculty, and been approved by the SOMD Undergraduate Committee:

**MUS 263: Tin Pan Alley, Blues and the Jazz Age (US. Popular Music, 1850-1930)** This course lays the historical foundations for the development of popular music in the United States, covering blackface minstrelsy, spirituals and gospel, ragtime, Vaudeville, Tin Pan Alley, blues, early country, and early jazz.

### **Rationale:**

MUS 263 Tin Pan Alley, Blues & the Jazz Age is a new course that, if approved, will become the first in a three-course series examining three eras of popular music in the United States. This new series replaces the former two-part History of Rock series (MUS 264 and 265) and incorporates that history into a broader perspective encompassing the 19th and early 20<sup>th</sup> centuries. UOSOMD has long offered several popular music history courses, such as History of Rock and History of Blues. However, those courses are framed by the respective genres they examine, rather than placing those genres within a broader historical context. This new course (MUS 263), together with the minor modifications made to the current History of Rock series (MUS 264 and 265), will provide students with a broader historical perspective on the history of popular music in the United States, offering social and historical context missing from the genre-centric courses.

The motion was put before the faculty, which was seconded with no questions or discussion, and ballots were submitted.

**The motion carries with a vote of 29 yes and 2 no.**

### **Teaching Evaluation Feedback Announcement | Melissa Brunkan**

Brunkan shares that she is on the university committee that put together the new evaluation system. Brunkan is tasked with collecting feedback on the new system and asks faculty to email her directly with any comments to share.

Dean asks if anyone is having a change in response rate?

Several faculty say they are having a reduced response rate.

Brunkan says that there is no longer a grade hold for students to complete end of term survey. University wide there is a decrease in the response rate from about 70% to 35%.

Boss adds that the new survey process asks students to respond in an essay format, instead of just checking boxes.

### **Restructuring and Implementation Committee Update | Beth Wheeler**

Beth Wheeler shares updates on what the committee is working on:

- Last term they identified places for all faculty and programs within the structure; reviewed union and university policies with regard to the new structure; proposed draft position descriptions and jobs descriptions.
- This term they are reviewing area head duties and responsibilities; drafting a unit head position description; reviewing SOMD governance documents to identify policies that might need to be updated.

Wolf adds to the discussion that the governance policy approval process will be changing. Going forward, we propose changes, dean approves/edits, then forwards to OtP for final approval.

Dean asks the restructuring committee to be mindful of the current bargaining agreement and how it may impact/change our policy updates. It's a good thing we are doing this in tandem.

### **Updates from the Dean's Office | Sabrina Madison-Cannon**

**Institutional Hiring Plan (IHP)** all proposals have been reviewed and vetted. The FAC will be reviewing edited proposals next week. If there is anything new/changes, get them to me asap.

**OBF search update:** finalists for the Artistic Director position have been selected and announcements are rolling out.

**Strategic investment proposals:** start having conversations in your area about your priorities. Is there something we need in the unit that will serve the students and university.

### **Other Announcements:**

Thor Mikesell shares that thanks to a generous gift from Jackie Guistina, we now have a funded endowment for school owned (non piano) instruments

### **Adjournment**

The meeting was adjourned by Dean Madison-Cannon at 3:52 pm.