

Western Kentucky University
Academic Quality Committee Report to the SEC and Faculty Senate

October 13, 2015

The Academic Quality (AQ) Committee met on October 7 and October 12, 2015 to hear informal testimony from Dr. Martha Day and Dr. Lynn Hines and to discuss a response to the following SEC motion:

Motion that the Academic Quality committee look at policies and procedures concerning disclosures of information on security of intellectual property issues stemming from international travel or study abroad by university personnel and students.

Dr. Day and Dr. Hines described to the Committee a harrowing experience in their recent trip abroad to China (August 2015). The information they shared strongly supports the urgency of the Committee's response to the SEC motion.

As a result, the AQ Committee has reviewed several WKU policies related to international travel, intellectual property, and data security. From these materials, it is clear that the primary mode by which both general security information and intellectual property security information are disseminated to WKU Travelers is through the Study Abroad and Global Learning (SAGL) website and related resources, such as the WKU International Travel Registry (ITR). Although relatively new, i.e., it was launched in Spring 2015, the WKU ITR is an integral part of the University's recently revised International Travel policy. The registry tracks important Traveler information (e.g., destinations, flight details, contact information etc.) and provides direct links to US State Department traveler programs. It also contains additional reading materials related to information and data security while traveling abroad. The AQ Committee has examined the SAGL website and the WKU ITR questionnaires and reading materials provided by Ms. Hale (SAGL) and Mr. Mooney (Office of Compliance).

The Committee agrees that WKU discloses a variety of well-developed health and safety information materials to WKU Travelers through the SAGL website. However, the Committee believes that the manner in which security information is disseminated could be enhanced in the following ways:

- 1) Consolidate, organize, and prioritize the dissemination of travel security information and associated external links into a small set of comprehensive webpages for all WKU Travelers. Currently, the relevant information, including emergency protocols, seems scattered across multiple webpages and travel handbook/policy documents.
- 2) WKU should maintain a destination-specific record of security incidents involving WKU Travelers and disseminate this information to the WKU community. Additionally, this information should be used as case studies for WKU Traveler orientations.

3) All pertinent security information should be accessible to potential WKU Travelers prior to the commitment of travel, i.e., before a person would be ready to utilize the WKU ITR.

4) Over the course of this study, Mr. Mooney mentioned the opportunity of putting together a workshop for faculty on information and data security (e.g., research, intellectual property, export controls, etc.) with the possibility of having presentations from federal law enforcement officers. The committee strongly endorses this idea.

Supplemental Items:

The attached compressed folder (AQ-Items-2015-10.zip) contains the following supplementary items.

1. WKU policies on travel, intellectual property, and informational technology

0.1020 International travel registration (<http://www.wku.edu/policies/docs/193.pdf>)

2.8102 Intellectual Property (<http://www.wku.edu/policies/docs/104.pdf>)

5.5010 Information Security Policy (<http://www.wku.edu/policies/docs/78.pdf>)

5.5010 Information Security Plan (<http://www.wku.edu/policies/docs/79.pdf>)

2. Notes on phone conversations between Maddox and Katherine Hale (Study Abroad and Global Learning) and between Maddox and Paul Mooney (Office of Compliance)

3. Study Abroad website (<http://www.wku.edu/studyabroad/>) and the WKU International Travel Registry content (provided by Katherine Hale and Paul Mooney).

a. Travel Registry - Scanned Questionnaires and Materials

b. Travel Registry - Learning Content Items

c. WKU Travel Files (folder containing Learning Content recommended reading files)

4. Copy of email notices sent by Paul Mooney to WKU travelers prior to launch of WKU International Travel Registry in March 2015.

5. Export Control folder contains materials compiled by Paul Mooney related to export control and examples of high profile violations