10/23/18		INFORMATION TECHNOLOGY		COMPLIANCE CALENDAR Adopted by President's Cabinet 10/23/18	
Unit	**Position Responsible**	**Compliance Activity**	**Deadline/ Frequency**	**Authority**	**Recipient**
Information Technology/ AA	VPIT / VPASA	**Section 508– Accessibility** Policy required with training and compliance plan; notice on website for reporting accessibility issues;	January 2018	https://www.usg.edu/siteinfo/accessibility Section 508 of Rehabilitation Act https://www.access-board.gov/guidelines-and-standards/communications-and-it Section 508 Final Rule January 2017 https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule	DOE Section 508 guidelines / best practices have been created and shared by Dr. Dee McKinney with faculty to use in online courses, etc. A Section 508 training workshop was held in 2017 and attended by representatives from all campus units and multiple faculty. A "Section 508 Compliance Standing Committee" has been formed to continue address Section 508 requirements.
IT & Library	VPIT & Director of Library. Below is the link to the EGSC website for our statement / disclosure of P2P copyright infringement.) http://www.ega.edu/offices/information_technology/copyright_and_p2p_file_sharing_requirements_heoa	**Copyright Infringement Policies and Sanctions** – Disclosures (Peer-to-Peer [P2P] File Sharing): In order to be eligible to participate in student aid programs administered by the U.S. Department of Education, the college must disclose its policies and sanctions for copyright infringement. **Annual Disclosure** to enrolled and prospective students and employees.	Annually • Disclosure must: Explicitly inform students and employees that unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject student and employee to civil and criminal penalties, summarize penalties, and describe disciplinary actions that	Section 488 of the Higher Education Opportunity Act of 2008, Pub. L. 110-315, 122 Stat. 3083 (Aug. 14, 2008); 20 U.S.C. § 1092(a)(1)(P)	HEOA The "Copyright and P2P File Sharing Requirements (HEOA)" information is posted at www.ega.edu/offices/information_technology/copyright_and_p2p_file_sharing_requirements_heoa If also needed, EGSC IT can annually send

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					will be taken for unauthorized distribution of copyrighted material using the college's information technology system
					an email message to all EGSC employees and current students informing them of the copyright & P2P file sharing sanctions and reference the EGSC IT "Acceptable Usage Policy" and the EGSC IT "Campus Computer & Network Usage Policy."
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IT, Business Affairs, Student Affairs,	VPIT, Director of Financial Accounting, VP for Academic / Student Affairs (This is handled /overseen by multiple departments given the nature of the data in the report.)	**Data Governance and Management**: Data Owners – assignments and report; training and plan	Annually	BPM 12.1.1 http://www.usg.edu/business_procedures_manual/section12/C1436/#p12.1.1_overview_of_data_governance_and_management	USG Data Governance Committee The EGSC BANNER Separation of Duties (SOD) task force meets periodically; updates BANNER data owners. The task force submits a biannual (April & October) BANNER SOD report to the USG to reflect EGSC BANNER data governance & management.
VPIT	VPIT or designee	**IT Policy revisions**	At least annually	EGSC	EGSC community

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IT	VP IT	**Information Security Plan Submission/ renamed "Cybersecurity"**	As required for periodic review April/ October	BOR 11.3.3 http://www.usg.edu/policymanual/section11/C430/#p11.3.3_institutional_responsibilities (not updated) **renumbered 10.4.2; BOR Policy not updated as of 9/6/118** https://www.usg.edu/assets/information_technology_services/documents/IT_Handbook.pdf	USG OIT Each April and October, EGSC IT submits to the USG Cybersecurity group our Information Security Program Review (ISPR) report / plan.