



# COP IT POLICY

College of Pharmacy

Office of Information Technology

Policy # 12	Category: Communications Plan	Version Date: 04/04/2023
Title: College IT Communications Plan		Effective Date: 04/04/2023
Originating Unit: COP IT Dept		Last Review: 04/04/2023
Reviewer: ISM, ISA- Dean		Next Review: 04/04/2024

## Purpose:

To define the approach CoP IT will use to communicate with the departments and personnel within the College of Pharmacy. The purpose of which is to ensure systematic information sharing and two-way communication. The College of Pharmacy faculty, staff and student constituency are geographically separated among the Pharmacy state campuses and represent a wide array of experiences and backgrounds.

CoP IT personnel attend numerous Academic Health IT and main Campus IT meetings. Numbered among these meetings are the UFEM Committee, IT@UF meeting, AHC MacPros meeting, and SIAW. The stakeholders in these meetings have requested high priority topics be disseminated to the wider College of Pharmacy community. Some of these topics include the introduction of new information technology services made available to the University personnel, critical activities in information technology exploited by threat actors and the general dissemination of event/research flyers to a broader general Pharmacy audience.

## Target Audience:

Pharmacy Faculty: academic and research faculty. Pharmacy staff personnel. Pharmacy Students: PostDocs, Masters, WPPD, DCE, PharmD, Graduate Students.

## Definition and Communications Channel(s):

The following are definitions of terms, abbreviations and acronyms used in this document.

Term	Definition
CoP IT	Pharmacy Information Technology Dept.
ISA	College Information Security Administrator
ISM	College Information Security Manager
UFEM	University of Florida EndPoint Management
SIAC	Main campus Shared IT Infrastructure and Advisory Committee
BEC	Building Emergency Coordinator
UFEM	University of Florida EndPoint Management


Communications Channels
Email
Phone
Meetings/Conference
Intranet Article <a href="http://www.it.pharmacy.ufl.edu">www.it.pharmacy.ufl.edu</a>
Teleconference

### Policy: Regular Communications

- 1) Regular, non-critical, communications such as inter-departmental event announcements, up-coming weather events (BEC notifications) and the availability of new IT services on campus will be disseminated to effected and appropriate audiences through email via the various applicable Pharmacy distribution lists (xxxx@cop.ufl.edu). See Appendix A. Typically the standard lists to use are (Faculty, Staff, Gradstudents, Postdocs, and PharmD lists)
- 2) An archive of email announcements pertaining to new IT services available on campus will be available on-line at my.cop.ufl.edu for Pharmacy Faculty and Staff to reference past communications and instructions.

#### Critical or Infrastructure Communications

- 1) Critical or Infrastructure communications involving changes to normal operations will follow direct reporting lines: currently Director IT → Associate Dean for Entrepreneurial Programs and IT.

### IT Information Resources and Groups

**SIAW:** Monthly. Shared Infrastructure Advisory Workgroup. Purpose is to review and endorse campus IT policies, standards and priorities. <https://it.ufl.edu/about/governance/advisory-committees/shared-infrastructure-advisory-workgroup/>

**IT@UF:** Monthly. Group of representatives from Colleges and unit information technology departments across the University of Florida. This group is used to distribute information regarding IT to their college or unit constituents and input is sought for products, services or policies within the IT Governance process.

**AHC Physical Security:** Monthly. Hosted by UPD. Cpt. Bart Knowles and Lt. Mitchal Welsh. Monthly Crime Report activity is discussed. (Date, Offense, Location, Items, Value). Comparisons of statistics and actions discussed. Currently PHHP Conference and Event Planner (Stephanie

McBride) and CoP IT Director consult on information dissemination for Pharmacy. Communication is then sent to Pharmacy Dean's Office for College-wide communication.  
**AHC IT Meetings:** Weekly. Hosted by Matt Cottler. AHC IT activities are discussed and shared.

**Research Computing ResVault Knowledge Share:** Monthly. Meetings held by the UF Research Computing staff to discuss the changes and services available from the University High Performance Computing department. These services include HiperGator, ResVault and ResShield. Meeting held in the Engineering Building. College interests are Compassionate Care website and PoP Research Server.

**UFEM:** Weekly. University of Florida EndPoint Management. Meetings to discuss industry management trends, deployment and selection of software solutions for the successful management of UF endpoints (workstations).

## APPENDIX A

1	a2vu	21	ecob	41	gspd
2	aacpdean	22	ecobannounce	42	gspp
3	admit1pd	23	ecobrequest	43	gspp
4	admntask	24	edtech	44	hist2006
5	alumdod	25	euro	45	hr
6	alumlist	26	extfac	46	ipay
7	amcp	27	faculty	47	ipe
8	announce	28	fdic	48	isporuf
9	ashpres	29	fiscal	49	labgroup
10	automail	30	flpedpulmspec	50	lakenona
11	award	31	gg	51	lawman
12	barra	32	ggnr	52	In-mtm-adherence
13	BBPTA2011	33	gmis	53	LN-MTM-Admin
14	cbc	34	gradfa14	54	In-mtm-all
15	celebratedeanriffee	35	gradfa15	55	In-mtm-envision
16	continuinged	36	gradsp15	56	In-mtm-only
17	copdocemailinglist	37	graduateprograms	57	LN-MTM-Pharm
18	daily	38	gs	58	LN-MTM-Tech
19	dceetask	39	gsmc	59	Insupport
20	deantask	40	gspc	60	mediahlp
61	msclinical	81	pha5629f	101	pharmd3o
62	msmtm	82	pha5629s	102	pharmd3s
63	mtm	83	pha5629u	103	pharmd4
64	mtmcallcenter	84	pha5962u	104	pharmd4g
65	mylanexc	85	pharmcestudents	105	pharmd4j
66	nab	86	pharmchem	106	pharmd4o
67	nablegacy	87	pharmd	107	pharmd4s
68	ncfshp	88	pharmd1	108	pharmda
69	noneuro	89	pharmd1g	109	pharmdag
70	offcamp	90	pharmd1j	110	pharmdaj
71	ops	91	pharmd1o	111	pharmdao
72	pcfacs	92	pharmd1s	112	pharmdas
73	pcstaff	93	pharmd2	113	pharmdg
74	pdfacs	94	pharmd2g	114	pharmdj
75	pdinvoice	95	pharmd2j	115	pharmdo

76	pdtask	96	pharmd2o	116	pharmds
77	pepadvisory	97	pharmd2s	117	phcatask
78	pgxsurvey	98	pharmd3	118	pmpcom
79	pha5267	99	pharmd3g	119	pop
80	pha5629	100	pharmd3j	120	popall
121	popfac	141	prec-sfl-1	161	research
122	popfacall	142	prec-sfl-2	162	spud
123	popfda	143	prec-tampa	163	staff
124	popstaff	144	prec-tampa-1	164	support
125	post9	145	prec-tampa-2	165	ta5727
126	postdoc	146	prec-tampa-3	166	tenure
127	ppsreg	147	property	167	tevp00lx
128	prec-gnv	148	ptrall	168	toefl
129	prec-gnv-1	149	ptreffort	169	t_p
130	prec-jax	150	ptrfac	170	tpsurvey
131	prec-jax-1	151	ptrfacg	171	webauthors
132	prec-jax-2	152	ptrfacgnv	172	wppd
133	prec-oos-1	153	ptrgrads	173	wppd5591
134	prec-orlando	154	ptrlab	174	wppd5592
135	prec-orlando-1	155	ptrpostdoc	175	wppd5593
136	prec-orlando-2	156	ptrreshsc	176	wppd5594
137	prec-orlando-3	157	ptrstaff	177	wppd5595
138	prec-pan	158	ptrtraining	178	wppd5596
139	prec-pan-1	159	regcoord	179	wppd5597
140	prec-sfl	160	registrar	180	wppd5598
180	wppd5933	189	wppdrmt		
181	wppd5996	190	wppdskor		
182	wppda	191	xcouncil		
183	wppdall				
184	wppdc				
185	wppdf				
186	wppdger				
187	wppdn				
188	wppdrfac				

