

## Information Technology Committee (ITC)

Monthly Meeting Minutes

September 15, 2017

### 1. Welcome and Minutes Review (Rafi Lazimy)

- Minutes from May 19, 2017 were approved.
- Rafi welcomed David Vanness, Julie Zachman, Nima Cheragi, and Robin Fisher to ITC.

### 2. Vision/Focus for This Year (Rafi Lazimy & Michael Lehman)

Rafi outlined the vision - and focus - for the work of ITC and IT governance this Year:

- a. Service Inventory: Categorization and Data Re-Organization of Service Inventory Data. A small working group is finalizing this work. The objective is to represent the data in a way that will allow meaningful analysis in subsequent stages. The categorization work was validated with all units that reported IT services. Next steps will focus of analysis: Rationalization/optimization of the campus IT service portfolio. The categorization findings will be presented in each IT Advisory Group. These groups will be asked to start the rationalization process. The findings of the Categorization work will be presented in the October meeting of the ITC, followed by a small group discussion on rationalization.
- b. Project Intake/Project Portfolio Management. The project intake, review, and approval process is one of the main discussion topic today (Item 4 below). /Project Portfolio Management
- c. IT Funding Model. The “Statement of Principles” about the campus IT funding model that was developed by the ITC Executive Committee will be presented to each IT Advisory Group, to ITC for endorsement, and then to the University Committee.
- d. CIO, COO Search. Mike Lehman indicated that the search for a permanent CIO will start within the next couple of months. He also asked how much momentum can be created/found for rationalization of our IT service portfolio and the campus “appetite” for this task. This will help to determine the characteristics of the next CIO.  
An interim COO will be named before the end of the year. John Krogman will be working until December 31, 2017.
- e. Student Digital Ecosystem. Steve Cramer provided an overview of the Student Digital Ecosystem (SDE), and indicated that teaching & learning is moving ahead with that. He also stated that:
  - We are currently transitioning from D2L and Moodle to Canvas. Standard and common definitions will need to be determined.
  - Career Services. Several instances of career services software are used simultaneously across campus and we can’t get data out. We are moving to a single, campus-wide service.
  - Pilot Project on e-text books. Further updates on this will be provided at a later date.

### 3. COO Updates (John Krogman):

- We currently have 3000 courses transitioned to Canvas. We will be finished by June 30, 2018. Thank you to everyone helping with this work.
- 3,000 users in 40 units have transferred to VOIP. If you have your own network, you will need to find your own 911 option.
- Sorry for the wireless interruption. The networking group devised a work-around. The vendor is onsite to find the issue. We will keep communicating with everyone.

### 4. Project Intake, Evaluation and Decision-Making Process (Rafi Lazimy)

- Rafi presented his PowerPoint presentation of this process to the committee.
- The process has been reviewed in all TAGs except for RTAG (meeting is on 9/20). This process will go live on October 1.

- The committee suggested the definition of IT Project Proposal should be refined. Please send your input to Rafi.
- A webpage is being created to outline this process. The chairs of the TAGs have agreed to participate in the initial review of project proposals, and that a cross-TAG group will facilitate the review by TAGs.
- Dawn will be hosting sessions the last week in September to explain the process and help the project submitters.

**5. Policy Planning and Analysis Team (PAT) (Bob Turner)**

- Creating IT-related policies is critical for the effective functioning of IT operations and processes. We expand the scope of the policy work and elevate its status. The charter of this new team will reflect these changes. The ITC will be asked to endorse the charter and the work of this team. We need the community to help out.
- There are a lot of policy statements out there already. The team will review and make sure these policies are right for the University community.
- What type of expertise are needed? Deeply cognizant of how policy is developed, understands how IT works across campus, and what leadership wants and desires.
- We want to raise up to a level of University policy. IT Policy forums will continue. Subscribe to get updates on policies. ITC will engage quite heavily.

**Attendance:**

Steven Cramer  
Linsey Steege  
Joe Salmons  
Michael Lehman  
Dee Warmath  
Catherine Smith  
Jennifer Bonifas  
Mark Sweet  
Clare Huhn  
Nicholas Tincher  
Lee Konrad  
Rafi Lazimy  
Julie Zachman  
David Vanness  
Robin Fisher  
Michael Pitterle  
Dane Morgan  
Bobby Burrow  
Bob Turner  
John Krogman