

## **Information Technology Committee (ITC)**

Monthly Meetings Minutes

May 20, 2016

### **Welcome and Minutes Review (Rafi Lazimy)**

- Meeting minutes from 4/15/16 were approved.
- Canvas LMS resolution was presented to the UC and was adopted. It was decided that there is no need for a formal adoption by the Faculty Senate. The Secretary of Faculty indicated that the ITC Chair will present the resolution in the October meeting of the Senate, possibly as part of the annual report to the Senate.
- May 2<sup>nd</sup> we invited faculty and staff to request Canvas workspace to build courses for the Fall through the summer. Support structures will come into place mid-July.
- A message has been sent to every school and college and they are engaging. TLT-MAG subgroup working on a process to help inform on the Canvas migration plan. Solicited all of the associate deans to find out who they want as their individual contact person.

### **CIO Updates (Bruce Maas)**

- John and Bruce have received some feedback from the community about the CCI initiative. They have had several discussions of ways to engage further with Alan Silver. We take this feedback/concerns very seriously. Processing the feedback will involve discussions with Alan Silver and engagement from CCI Operational Governance.
- Received some feedback on the planning for the campus content management system and how we are proceeding with that. Another area where we will be checking in with Eric Giefer to make sure we are communicating properly. If something does involve DoIT Services reach out to John Krogman. He is not always directly interacting with each project.
- UW System has new leadership, Jim Henderson Vice President for Academic Affairs who just started. They have decided under his leadership that they would like to do an RFP to see what the next Learning Management System will be. Concerns about piloting with Canvas when they are going to do a RFP. UW System will not be doing any Canvas piloting at the other campuses. No impact on us. We have informed them that the Unizin Board of directors voted that UW System has until June 30 to join Unizin. After this date they have no guarantee that the terms and conditions will change and will be much more unfavorable for them. We are reliant on System for D2L renewal and they have renewed for another year.
- As a campus we are planning to move ahead with Canvas. We need everyone engaged in this process and contributing productively.
- Vice Chancellor Lehman expressed that we need to develop more clear and detailed guidance for researchers and the Office of Research and Sponsored Programs on the process and cost structures related to complying with Federal grants that require FISMA Moderate controls. We expect an increase in the number of grants requiring this higher standard of controls. The Offices of Cyber Security and Systems Engineering are working on this and will coordinate with Mark Sweet.

### **COO Updates (John Krogman)**

- VOIP Options: CISCO will be here Tuesday, May 24
- Recent D2L outage on the 27<sup>th</sup> a briefing of exactly what happened will be sent out. This was a D2L coding problem. Will appreciate feedback on how we did with proactive communication.
- There is a planned outage for D2L on June 8 at 10pm until June 9 at 10am.

### **Digital Assets (Lee Konrad)**

- The Long-Term Digital Asset Management working group was formed in the Fall of 2015 to begin to assess the need for digital preservation services at the campus level and to collect requirements for the formation of this service.
- Looking to engage with many stakeholders and would like guidance as to who we should be engaging with. A set of policies will need to be made to take to campus leadership.
- We need to define the problem spaces, identify sponsors, engage stakeholders, develop a survey, and create a draft report. If anyone is interested in being a part of this working group, please contact Lee Konrad, Steve Devoti, or Peter Gorman. To join, you will need to sign a succession agreement.

#### **Privacy Discussion (Rafi Lazimy)**

- Rafi presented the proposed “Privacy Protection Policies and Procedures” (see attached) and led a discussion. The following comments and suggestions were made during the discussion.
- A privacy policy will enhance security. The Data Governance Program has been working the last couple of years on data classification and data stewardship. This policy is really here to implement some of the policies regarding restricted and sensitive information, but specifically to access disclosure/use.
- 
- Voted on working with Data Stewardship council to help create one policy. Vote passed. Rafi would like strong faculty/student representation when working with the Data Stewardship council. Protected Data: Data Stewardship is creating a policy and the language that is being used. Protecting Information that is specific to an individual.
- ITC-Should we discuss electronically handled data only? Fit oral and electronic together. Issues with HIPPA and FERPA that need to be discussed. This privacy policy proposal includes everything that is not regulated under federal or state law has to have privacy concerns and security controls applied.
- De-identified Information: Should this policy address de-identified data? Yes it should be included. Concerns on the committee about how this data will be used. The issue is the end user will have access only to aggregate data and he or she can drill down to individual data. Confusing when you have many different rolls. Need to be clear on what kind of data there is. It is important to all be on the same page. The first step is to identify and categorize the system based on the data.
- Authorized Users: Creators/operators of data. Needs to say “anybody”. A criteria needs to be met.
- Accidental: Will not be faced with penalties. This is ok.
- Goals: Access is required by UW Madison policies. Senate approved the first policy and the CIO Office approved the second one. UW Madison adopted policies and procedures.
- Privacy policy agreement: Access may be required for some IT staff to do their job. A training component for IT Staff will be needed. Everyone needs to sign the agreement. Policies that are left up to the division/department won’t be done. We need to have a universal policy that is consistent. Identity tool- if the person running it has the appropriate access. There will be expectations for you and your behavior. There has to be a continuing education and the policy needs to be signed in the training. There is overlap if you have access to HR services. Should expand on guidelines for training- either annual or every three years.
- How will this policy align with the policy Data Stewardship is creating? If you have access to restricted data including PII there is a certain criteria you need to meet. There is a lot of overlap with the two policies. The training is supported from campus leadership.
- There was a suggested path for providing input from various shared governance committees. We will work through the Data Governance Program to do this.\

**Data Center (John Krogman)**

- Council of MTAG and ITC chairs met to review the Data Center options. AC sent the document to Leadership Council. Campus Leadership now has all the information that we have, to help make their decision.
- High level summary was shared with campus admin, Vice Chancellor, and Chancellor last week. This lists the possible options that campus might consider for improving or replacing Centrex.
- If there is interest in a couple we will provide more information. This will give us some guidance on what to do next. We do not want this document to portray a decision document. The feedback we received from council of chairs was very helpful and we passed that along. Conversations will continue with the VC.

**EITDM (Don Nelson)**

- Amy Gee has created fantastic structure for the EITDM Portfolio. Right now we are figuring out how to define the level of projects, how to prioritize the projects, and finding ways to make projects more successful. We are working with campus leadership in Bascom to define structure/place and what we intend to do.
- We will be receiving feedback in the next couple months. There will still be funding for this position.

**IT Spend Update (Nicholas Tincher)**

- The IT Spend Team has been very active trying to get an overall picture of IT on campus. We are also finding the places on campus where money is being spent on IT. Determining IT spend associated with specific services will occur in DoIT and AIMS; the rest of campus will have reports on both facets.
- We have looked at preliminary data from the Law School and SMPH. Parameters are being used from the EITDM project from 2012. Those parameters will be reviewed to be sure they are accurate.
- The data we have in addition to interviews that will be done will help to pull together a report to give context of what IT looks like on campus. Our goal is to have more definitions by June 1. A report will be delivered to Mike Lehman in July and biweekly status reports will be shared with all.

**Attendance:**

**Faculty**

Rafael Lazimy (Chair), Business  
Murray Clayton, College of Agricultural & Life Sciences

**Academic Staff**

Michael Pflieger, L&S  
Jennifer Bonifas, SMPH

**Classified Staff**

Tara Cordes, University Health Services; Environmental Occupational Health  
Art Grimm, EDD

**Non-Voting Members EX Officio**

John Krogman, Deputy CIO and Chief Operating Officer of DoIT  
Bruce Maas, CIO and VP for Information Technology

**Provost Appointments**

Clare Huhn, Representative of the Provost  
Steve Cramer, Rep for Provost  
Mark Sweet, Rep VC for Administration  
Nicholas Tincher, Office of the VC for Research & Graduate Education

**Campus Liaison, Group**

Antonella Caloro, School of Business- COMETS  
Lee Konrad, Libraries, MTAG

**Students**

Chris Yue

**Other Attendees**

Bruno Browning, College of Letters and Science  
Rob Kohlhepp, College of Engineering  
Elizabeth Harris, College of Engineering  
Brian Rust, DoIT  
Gary DeClute, Office of CIO  
Meloney Linder, WSB & MTAG Chair  
Chris Hopp, DoIT  
Eric Giefer, Law School  
Scott Owczarek, Office of the Registrar  
Bob Turner, CISO  
Jason Fishbain, CDO