

ITC 9/15/17 Meeting

I. **New/Past Members:**

Welcome new Members:

1. Professor David Vanness
Department of Population Health Sciences
2. Julie Zachman: Representing Academic Staff
3. Nima Cheraghi: Student, undergraduate representative

Past members: Thank you for your service:

1. Professor Murray Clayton, Department of Plant Pathology
2. Professor William (Bill) Tracy, Department of Agronomy

2. **Service Inventory: Categorization and Data Re-Organization of Service Inventory Data**

- a. Small working group is finalizing this work.
- b. **Objective:** To represent the data in a way that will allow meaningful analysis in subsequent stages.
- c. We created a list of “generic services” and assigned each of the reported service offerings (over 1500) to generic services.
- d. Created a relational data base for this information.
- e. Next steps: Analysis – “Rationalization of the campus IT service portfolio.”

Policy Planning & Analysis Team (PAT)

Charter:

Mission, guiding principles, scope, roles, membership, and operations for the **Policy Planning and Analysis Team (PAT)**.

Authorization:

PAT is advisory to the CIO and the ITC. Executive sponsors:

- Chief Information Officer (CIO) and Vice Provost for Information Technology
- Chair of the Information Technology Committee (ITC)

Mission:

- To support the policy-related activity of IT governance:
 - Ensure that IT policies are necessary and appropriate.
 - The development process is collaborative and transparent.
 - That the supporting technical and procedural implementation enable efficient and effective compliance.
- To maintain and iteratively improve the IT Policy Principles and Procedures.
- To guide IT policy communications and engagement with the UW-Madison community.
- To evaluate suggestions for new or revised IT policies.

Scope:

1. **Definition: IT Policy**

IT Policy is UW-Madison policy that governs the development, use, and management of IT services and the processes for the efficient and effective use of IT assets and resources.

IT Policy is developed using the process described in the **IT Policy Principles and Procedures (PP&P)**.

2. Examine other UW-Madison policies with significant IT components or implications.

Roles:

- Maintain, and iteratively improve the IT Policy Principles and Procedures (PP&P).
- Serve as an entry point for suggestions for new IT policies, determine if they are IT policy, and evaluate them for consistency with the PP&P.
- Identify policies that are needed, in need of revision, or no longer needed.
- Analyze and comment upon policies or policy-related documents before they are submitted to IT governance for consideration:
 - Ensure that a policy is consistent with other policies and requirements.
 - Analyze and highlight significant implications of a policy.
 - Assess to what degree there has been or will be adequate application of the PP&P.
- Monitor the deployment of the supporting technical and procedural implementation.
- Advise on IT policy engagement with the UW-Madison community.

Membership:

Appointments:

- (1) by the Information Technology Committee (ITC), who serves as senior co-chair
- (1) by the IT Steering Committee (ITSC), who serves as the other co-chair
- (1) by each Advisory Group:
 - DTAG; IAG; TLTAG; RTAG
- (1) by the Chief Information Officer (CIO)
- (1) by the Chief Data Officer (CDO)
- (1) by the Director of the Office of Compliance

- (~5) At-large (ex-officio) members, (the number of volunteers may vary), possibly from:
 - (1) Communications representative
 - (1) Enterprise systems representative
 - (1) HIPAA representative
 - (1) IT Policy Consultant
 - (1) Records Management representative
 - (1) Security Education, Training and Awareness representative

Operations:

- ***Executive Committee***

- ***Subcommittees***

To do analysis and commentary on IT policies or policy-related documents, and to perform other work best done by a smaller group.

- ***Policy Stakeholder Teams***

Chartering of a Policy Stakeholders Team (PST) to develop recommendations for IT policy. A PST has its own sponsors, and is chartered by and reports to those sponsors.

- The PAT may make recommendations on the need for a PST, the draft charter for a PST, and will typically provide feedback on PST recommendations before they are submitted to the PST sponsors.
- The PAT executive committee may monitor PST activity to assess its consistency with the PP&P, communicating with the PST chair(s) or sponsors, if warranted.
- Leadership and membership of a PST is determined by the PST charter.
- When a policy is proposed by a particular stakeholder or stakeholder group, that stakeholder or group should be represented on the PST or among the PST sponsors.

- ***Drafting Teams***

Appointment of a small drafting team to draft IT policy or policy-related documents.