

ITC  
February 9, 2005

University of Utah  
Information Technology Council  
Executive Committee  
December 9, 2005  
THE MINUTES - Draft

Attendees (or Representatives):

Cathy Anderson, Kenning Arlitsch, Paul Brinkman, Jill Brinton, Adriel Burkholder, Norm Chambers, Tom Cheatham, Al Davis, Jolene Dixon, Martha Eining, Tom Fuller, Paul Haanstad, Kay Harward, Steve Hess, Dave Huth, Hayl Kephart, Chris Kidd, Lisa Kuhn, Phil Johnson, Helen Lacy, Gary Levy, Jim Livingston, Laurie MacMillan, Wayne McCormack, Paula Millington, Brent Park, Jim Parker, Wayne Peay, Steve Reynolds, Antonio Serrato-Combe, Kevin Taylor, Daniel Trentman, Jeff West, Dave Zemmels

- I. Welcome and Introductions – Wayne McCormack
- II. Minutes for October 13, 2005, were reviewed and approved.
- III. Spatial Database Project – Adam Sobek

An overview of the UUSD data base was presented to the council member. The UUSD is designed to allow departments (CD&C, Facilities Planning, Plant Operations, and NetCom) to continue to “own” their data and to have their data on a network and a format that can be viewed by other participating departments. Additional information can be reviewed under Tab 18. This is an information item. No action is required at this time.

- IV. E-Mail Policy and Service Level Agreement – Dave Huth  
Project Update

In the October ITC meeting an E-mail operational policy and an E-mail Service Level Agreement (SLA) were review by council members, additional information has been added from the October discussion and can be reviewed under Tab 19. Dave Huth reported that power issues reported on at the last meeting have been resolved, and additional servers and storage will come on line within days.

Council members reviewed the attached documents and made additional suggestions and changes to the E-mail policy, other topics of interest were discussed, including the 1-15 policy, department participation, retention of email addresses, and temporary-users access to an email address. Council members approved the policy as discussed. It was agreed that technical changes will be re presented at the February meeting, the official 1-15 policy will be provided to council members along with the final version of OIT Email policy at the February ITC meeting.

Council members were asked to approve the revised E-Mail Operational policy and E-mail Service Level Agreement. Action item approved with the suggestions noted above.

- V. Instructional Computing Funds Application – Steve Hess

Bob Kessler is the chairperson for the Instructional Computing Funds again this year; Bob and committee members will be reviewing the funding applications. The document under Tab 20 is the application form that would be used for future requests. Council members discussed the application form, the process to apply for funds, criteria for allocating funds and how the dollar amounts are determined. Council members also suggested minor wording changes on the application. Bob Kessler will be asked to work with the Instructional Funds Committee to rework the application and to present the changes to the council members at a future meeting.

#### VI. U-Market Application for E-Commerce – Paula Millington and Jill Brinton

Media Solutions is beta testing a new uMarket application and provided a demonstration for the council members. Currently the primary tool for web based e-commerce is the credit card processing module developed by ACS and Media Solutions. The module has been very popular and has been used widely for various transactions but it has been limited because it can only process a single transaction. The uMarket application removes this limitation by offering a “shopping cart” which allows users to conduct multiple transactions in one session and can be customized to the need of each department who wishes to the application. This is an information item. No action is required at this time.

#### VII. Video On Demand Committee Report – Steve Hess

The Committee members met on November 14, 2005, work by individuals and groups is progressing. A list of the assignments and tasks are listed for review by Council members under Tab 22.

It is recommended that ITC approve the formation of a “Media on Demand” sub-committee to operate under the direction of ITC and the Video on Demand Committee, Dave Adams and Tyler Smith will act as the new chairs. The recommendation was approved.

#### VIII. ITC Data Center Committee – Steve Hess

The demand for data center space, including power and the necessary environmental controls, is constantly growing. The closure of the Marriott Library data center has added to the demand on the other campus data centers and has created the critical need to create a Data Center Committee which will inventory data center resources on campus and make recommendations to ITC regarding ways to maximize the use of existing resources. The proposed committee members are Mike Morgan, Joe Breen, Glen Cameron, Bryan Morris, and Lee Shuster. It is recommended that ITC approve the formation of a Data Center Committee to operate under the direction of ITC. Creation of the committee was approved

#### IX. Vice President Report – Steve Hess

##### Impact of IT on Higher Education

There has been a huge increase of services being provided through IT globally as well as here at the University of Utah. An increasing number of books currently housed in libraries will be digitized. Requests for video on demand, wireless requirements for laptops and wireless devices, building access, and campus security services are just a few examples of services provided by IT systems.

How will the University meet the rapidly changing needs for a healthy cyber infrastructure to stay on the cutting edge?

Steve will put together additional information in a presentation for the council members at the next ITC meeting.

Meeting adjourned

Next Meeting is scheduled February 9, 2006

At 12:00 Noon in the Dumke Board Room of the Eccles Broadcast Center