

University of Utah
Information Technology Council
Executive Committee
February 9, 2006
THE MINUTES

Attendees (or Representatives):

Kenning Arlitsch, Martin Berzins, David Blackburn, Paul Brinkman, Heidi Camp, Norm Chambers, Tom Cheatham, Al Davis, Julio Facelli, Tom Fuller, Carole Gassert, Paul Haanstad, Kathy Hajeb, Damian Hanks, Kay Harward, Steve Hess, Dave Huth, Hayl Kephart, Lisa Kuhn, Helen Lacy, Gary Levy, Laurie MacMillan, Wayne McCormack, Paula Millington, Joyce Mitchell, Mike Morgan, Grant Moulton, Joyce Ogburn, Wayne Peay, Rita Reusch, Antonio Serrato-Combe, Joe Taylor, Kevin Taylor, Jeff West, Mark Woodland, Joanne Yaffe, Dave Zemmels

- I. Welcome and Introductions – Wayne McCormack
- II. Minutes for December 9, 2005, were reviewed and approved.
- III. Enterprise Wide Projects – Steve Hess

A Process whereby enterprise-wide projects were to be reviewed and approved by ITC and/or campus vice presidents was approved by ITC in February 2004. A draft copy of the proposed policy is outlined for council member review under Tab 25. It is recommended that ITC reaffirm the previously approved ITC policy regarding enterprise-wide IT projects. The proposal was approved.

- IV. Data Steward Council – Steve Hess, Dave Huth and Joe Taylor

The creation of a Data Steward Council was discussed at a previous ITC. As a result it is proposed that the Campus Data Steward Council be organized with Chuck Wight as the chair. The committee will address procedures and policies related to projects, uses, security issues and dissemination of institutional data that is requested for various administrative and departmental uses. Information regarding the Mission, Function and Responsibilities of the committee are outlined under Tab 26. Also listed are proposed data stewards, custodians and managers that may participate in the Council in various capacities. ITC members discussed the proposal, it was suggested that archives/library representatives be added. It was also pointed out that there may be alternative governance models to consider. Council members were supportive of the proposal in principle but voted to table this item for further discussion during the April ITC meeting.

- V. Instructional Computing Request Form for Next Year – Steve Hess

Under Tab 27 is the form proposed for use in next year's (2006/2007) Instructional Computing Fund requests. Council members discussed several items on the form, and several sections of the form are still unclear. Members mentioned confusion regarding the requirement to track PC's in labs if students have moved to wireless; and is there a need to differentiate between graduate students and undergraduate students. It is suggested that the Task Force Committee readdress the Request Form. Council members also suggested that the IT Managers group look at the request form and assist with the Request Form evaluation process.

- VI. University Webmaster – Paula Millington
Portal Platform Migration
Enterprise Web Content Management System – HUMIS for All Colleges

Portal Platform Migration: The Portal Team became aware that Novell is making several changes in their services; these changes are outlined under Tab 28 for council members to review. After considerable research and discussion, the Portal Team has selected a new vendor, Vignette, which

will provide the services previously provided by Novell. The council members at the December meeting approved the new vendor.

Enterprise Web Content Management System: Many of the colleges and departments are looking for a more effective way to manage web content. Currently there are increasing costs of IT resources, varying levels of quality and duplication of efforts and multiple copies of institutional data in local databases, the proposed system would assist with these processes. Details of the proposal can be reviewed under Tab 28. It is recommended that ITC approve the proposal for centralized web content management infrastructure. The motion to approve passed with two opposed votes.

VII. Cyber Infrastructure Committee Report – Joyce Mitchell and Martin Berzins

The committee has been meeting on a regular basis over the last several months and has been working on several issues. The committee members have compiled a draft of the survey they will be circulating to the University Deans and Department Chairs in the near future. The data collected from the survey will help the committee examine current and future needs of the university research computing structure for short and long term planning. Cyber Infrastructure subject matter experts are scheduled to be in Salt Lake this semester; council members are invited to attend. This is an informational item. No action is required at this time.

VIII. Campus Data Center Committee Report – Steve Hess

Due to time restraints the committee report will be presented at the next ITC meeting. The committee report can be reviewed under Tab 30.

IX. Use of Task Force Funds for Wireless Services – Steve Hess

During the October 2005 ITC meeting, council members approved the proposal to use some of the instructional computing funds to purchase backbone wireless infrastructure. The implementation of wireless network access across the entire campus would in theory be dependent upon departmental requests for funds. It is anticipated that several applications for academic computing funds will include requests for wireless systems. It was proposed that wireless projects be funded separately and not use Task Force funds earmarked for other projects. Proposal approved

X. Archive Requests using Social Security Numbers – Kenning Arlitsch

Departmental records are sent to the Archives & Records management group for long-term managements. Some departments are still organizing their records by Social Security Number (SSN) and request retrieval of those records by SSN when they need them. This practice forces Archives & Records Management to organize records by SSN and maintain a database that includes those numbers, which creates an information security risk. The Marriott Library would like ITC to pass a resolution to review the procedures to make changes to the use of SSN. The proposal was approved.

XI. Project Reports – Dave Huth

Email Project
Wireless Project
Cellular Project

Due to time constraints the project reports will be given at the April ITC meeting.

Meeting adjourned

Next Meeting is scheduled April 13, 2006
At 12:00 Noon in the Dumke Board Room of the Eccles Broadcast Center