

University of Utah
Information Technology Council
Executive Committee
April 12, 2007

THE MINUTES

Attendees (Guests or Representatives):

Steve Hess, Joyce Mitchell, Kevin Taylor, Paula Millington, Chuck Hansen, Larry Okun, Daniel Gorrell, Robert White, Hayl Kephart, Ken Nye, David Blackburn, Joanne Yaffe, Julio Facelli, Dave Huth, Laurie Macmillan, Lisa Arbon-Tagge, Jim Parker, Paul Brinkman, Tom Fuller, Daniel Trentman, Carole Gassert, Lisa Kuhn, Brent Park, Mark Woodland, Tim Ebner, Kay Harward, Wayne Peay, Dean Church, Jeff West, Helen Lacy, Jim Livingston, Kenning Arlitsch, Mark Bergstrom, Lisa Zaelit, Theresa Ashman, John Desha, Hang Wong, Joyce Ogburn, Phil Johnson, Steve Reynolds, David Zemmels, Gary Levy, Joe Breen

I: Introductions and Welcome – Joyce Mitchell

II: February 8, 2007 Minutes - Approved

III: CIO Report – Steve Hess

An honorable mention and thank you for his service to the U and his co-workers was made to Pierre Pincetl, who passed away in early April. UUHC has a new CEO - David Entwistle.

IT Reorganization: President Young would like OIT to report directly to him; Steve Hess will be the campus CIO and will represent IT on the President's Cabinet. ACS will report to Steve Hess. OIT already has responsibility for research network connectivity. This will become effective when approved by the Board of Trustees at their next meeting.

Research Networks: The U will be the new Western hub for Internet2 – NewNet.

E-Media: UEN has acquired video content including about 1100 titles. Currently these are available at the uen.org web site. In the next couple of months these titles will be made available through the Marriott Library web site as they get their e-media portal up and running.

IV: Institutional Data Management Access Policy – Kevin Taylor

This topic was discussed in the last meeting at length. Several people contacted Steve and Kevin with their input after the February meeting on the policy. As a result, some changes were made. The meeting materials reflect the revised items (highlighted), starting on Page 7.

It is recommended that policy be approved as it appears. Approved.

V: Instructional Computing Fund – Steve Hess for Bob Kessler

The Student Computing Advisory Committee (SCAC) has worked very hard on the Computing Fund, Faculty Upgrade and E-classroom fund proposal. Council is asked to approve the Computing Fund; Faculty Upgrade and E-classroom funds. Detailed info is outlined under item 5 (pg 14).

It is recommended that ITC approve the recommendations of IMS and the SCAC. Approved.

Additional item – Bob Kessler, the Chair of the SCAC, submitted a list of questions on pg 14 and 15 and has asked ITC members to review and give input on how to change the way funding is allocated.

Ideas – Get student, department input. While more students have laptops, it will not be possible to install specialized software that students need on laptops. These will need to be offered in a lab environment or made available from an application server. College of Law has developed some in-house software to log lab sessions that they would be happy to share with any campus dept. College of Nursing has leased computers to help get faculty some faster computers. Federal grants won't allow for purchases of equipment for researchers. There is a strong sense that money for faculty equipment shouldn't come out of student funds. We could start pushing faculty toward laptops, as we did with CRT monitors to LCDs. Old equipment and laptops can be security risks requiring more local LAN Admin and help desk support. The Marriott Library MMC help desk is seeing exponential increases in support needs, largely due to wireless. Additional suggestions should be forwarded to Steve Hess or Kevin Taylor.

Decision: SCAC should start trying to create recommendations and should expand the committee to include volunteers from ITC or elsewhere. Concerns should be reviewed quickly so changes can be disclosed long before next year.

VI: Distance Education Task Force – Joyce Mitchell

This has been discussed before by ITC – the recommendation is for a separate task force to be formed to address Distance Education for the University. A group at HSC consisting of representatives from the 4 HSC colleges + the Eccles Library and Utah Telehealth has come up with a list of recommendations. Representatives from the whole campus should be included, and recommendations should come back to ITC.

It is recommended that the ITC approve the formation of a Campus Distance Education Task Force. Wayne Peay will draft specific charges and requested outcomes from the subcommittee. Approved.

VII: Standard for Electronic Media Disposal – Dave Huth

This Standards document addresses the disposal of electronic media that contains or may contain sensitive data. Software Licensing has a free software program (DBan) that can be used to overwrite (scrub) operating systems or hard drives that ISO has approved. ISO has the responsibility for answering questions about the software setting or algorithm to guarantee wiping fully. Question – What about PDAs or phones that belong to faculty or staff and what happens when that person leaves to wipe or retrieve that data? Dave said that Security Policy deals with what should and shouldn't be on personal device. A clause can be added: if personally-owned devices have sensitive info on them that has been approved by the VP, there must be a disposal clause included with the VP approval.

Council members suggested that there is a need to educate staff/faculty/students that there are security issues and guides to follow before equipment is sold or scheduled for destruction.

Some small revisions were suggested, but the standard is basically sound. More discussion on above issues is necessary (education) – will be on the next ITC meeting agenda. Surplus Property can now physically destroy drives (a piece of equipment).

It is proposed that ITC approve the electronic media disposal standards as presented. Recommendation to approve with discussion to work on the additional items raised. Approved with desire to have item readdressed at a future meeting.

VIII: E-Check initiative – Theresa Ashman and Lisa Zaelit

See slides on page 31. The purpose of the initiative has two parts: to create policy to support an institutional “single” solution for e-checks for payments beyond tuition and fees, and to issue an RFP for e-check services that assures “best” pricing, “best” product.

The contract of existing vendor is about to expire and it seems like a good time to look at new options and put out a new RFP. Hope to get information from different departments and get new process in place.

It is recommended that ITC vote in support of the initiative as described. Approved.

IX: Work Flow Project Update – Jeff West

This item was discussed at a previous ITC meeting. A committee has been formed which includes Jeff West, Dave Huth, Dean Church, and Kevin O’Keefe, to establish administrative infrastructure to support work flow and other directory and roles-based capabilities. Some progress has been made (see handout from Jeff for highlights – titled Workflow). The committee is looking for an overall solution for the whole institution rather than an individual college or department.

X: University Web Presence and Communications – Wayne Peay

The University of Utah prides itself on diversity. How our webpages look is how we want to present ourselves to the larger community. This initiative has not come before ITC, the Academic Senate, or any faculty group for discussion.

This initiative only affects official U websites/pages, not individual faculty pages. There should not be a lot of cost to make the changes to official U websites – just a header and a footer required, plus the University has made templates available so that content can just be dropped into it. However, even with templates, it is still a big undertaking at no small cost for some departments. Mark Woodland will show more examples of what departments have chosen to do at the next ITC meeting, and the topic will be readdressed at the next meeting.

XI: Project Reports – due to time restraints reports will be addressed at the next meeting.

Meeting Adjourned

The next meeting is scheduled for June 14, 2007
At 12:00 Noon in the Dumke Board Room of the Eccles Broadcast Center