

University of Utah
Information Technology Council
Executive Committee
August 9, 2007

THE MINUTES

Attendees (Guests or Representatives):

Dave Adams, Craig Bennion, Mark Bergstrom, David Blackburn, Joe Breen, Paul Brinkman, Norm Chambers, Thomas Cheatham, Suzanne Darius, Julio Facelli, Tom Fuller, Carole Gassert, Richard Glaser, Kay Harward, Steve Hess, Dave Huth, Hayl Kephart, Lisa Kuhn, Helen Lacy, John Levandowski, Jim Livingston, Nancy Lombardo, Trevor Long, Paula Millington, Joyce Mitchell, Bryan Morris, Ken Nye, Larry Okun, Brent Park, Jim Parker, Gary Rasmussen, Steve Reynolds, Antonio Serrato, Joe Taylor, Kevin Taylor, Daniel Trentman, Mindy Tueller, Chuck Wight, Mark Woodland, Joanne Yaffe, David Zemmels

I: Introductions and Welcome – Joyce Mitchell

II: Approval of the Minutes – June 14, 2007 Minutes - Approved

III: Student Computing Task Force Report – Steve Hess

The Student Computing Task Force Committee has met twice since the last ITC meeting, most recently on Tuesday August 7th. The Committee worked on the new funding application and spreadsheet, which was reviewed with Council members. The application and spreadsheets are available for review under Item 3 starting on Page 6. Helen Lacy will be giving a presentation in the October ITC meeting on classroom technology. It is recommended that ITC approve the proposal as outlined. Recommendation was approved.

IV: Wireless Funding – Steve Hess

The Campus Wireless budgets were reviewed, and the budgets will result in completion of planned wireless access points and provide funds to maintain and replace wireless equipment. Council members were asked to approve the Wireless budget so that work on the wireless efforts will be able to continue. A second recommendation, to approve the Wireless maintenance budget, will provide ongoing maintenance funding. The Wireless Subcommittee recommends that wireless infrastructure be centrally managed. Wireless funding will be addressed again at the October ITC meeting. It is recommended that ITC approve the proposed Wireless budgets and Wireless Subcommittee recommendations. Recommendations were approved.

V: FY08 Campus Strategic IT Plan – Kevin Taylor

New information has been added the version IT Strategic Plan - the focus is on architecture and adoption of Portfolio Management. Also included is a revised structure for committees that report to ITC. The (newly renamed) IT Executive Committee authored the draft and the document has been rebuilt around their recommendation. The plan will be brought before the Council at the ITC meeting in October. It is

recommended that ITC members review the draft plan and provide input and suggestions to Steve Hess or Kevin Taylor before the October ITC meeting. Recommendation was approved.

VI: OIT Organization Chart – Steve Hess

Included in the ITC meeting packet is the functional organization chart for the Office of Information Technology. Council members were updated on the consolidation of IT groups and areas of responsibility. This will be the basic organization going forward. It is recommended that ITC approve the proposed organization. The recommendation was approved.

VII: IT Executive Committee – Steve Hess

The Information Executive Committee (ITEC) includes IT Leaders and Data Stewards. ITEC members prioritize the major IT projects and are the core IT planning group that prepares the campus strategic plan, they act in accordance with the Institutional Data Access and Management Policy to ensure the University's IT assets are optimally used. The committee members are listed on page 61 of the ITC meeting materials. It is recommended that ITC approve the formation of the ITEC as proposed. Recommendation was approved.

VIII: Health Sciences Consultant Report – Jim Livingston

Impact Advisors consultation group was engaged to review information technology organizations and governance issues for the University Hospitals and Clinics. Jim Livingston reviewed the project strategies and outcome with Council members. Presentation slides can be reviewed on page 62 of the meeting materials. This is an information item. No action is required.

IX: Preservation of Data – Kevin Taylor

The University does not have a formal email retention policy and due to recent court rulings it has become necessary to establish a policy regarding the requirement to preserve information when the University receives a notice of litigation. Included in the meeting materials is a draft policy being developed that will give action information when notification from the courts is received. Council members are asked to review the draft policy; this topic will be addressed again at a future ITC meeting. This is an information item. No action is required at this time.

X: iTunes U – Richard Glaser

Richard Glaser from the Marriott Library demonstrated the recent implementation of iTunes U. Additional information is included in the meeting materials on page 75 for Council members to review. This is an information item. No action is required at this time.

XI: CIO Report – Steve Hess

Distance Education Committee:

The Committee co-chairs have been nominated and members contacted. The Committee hopes to give a report at the next ITC meeting.

Members of ITC recently learned about the death of Dan Gorrell. Dan often participated at ITC meetings. He was a delight to work with. He will missed by everyone.

Peer to Peer Litigation Notice:

The University has received the first notice of litigation of a student in a peer-to-peer file sharing case. The University legal office will be following rulings and new cases. Our students will be given University policy information again this year as they check into the dorms. Additional information will be addressed at a future ITC meeting.

Meeting Adjourned.