

Information Technology Council
Eccles Broadcast Center
Dumke Conference Room
October 18, 2007

The Minutes - Unapproved

Attendees, Guests and Representatives:

Cathy Anderson, Lisa Arbon-Tagge, Kenning Arlitsch, Edward Barbanell, Mark Bergstrom, David Blackburn, Joseph Breen, Paul Brinkman, Duncan Campbell, Norman Chambers, Tom Cheatham, Dean Church, Tim Ebner, Craig Forster, Carole Gassert, Demian Hanks, Chuck Hansen, Kay Harward, Stephen Hess, Perry Hull, Phil Johnson, Lisa Kuhn, Robert Larsen, Nancy Lombardo, Trevor Long, Wayne McCormack, Paula Millington, Joyce Mitchell, Ken Nye, Kevin O'Keefe, Larry Okun, Brent Park, Caprice Post, Rita Reusch, Jon Ross, Paul Simmons, John Stillman, Joseph Taylor, Kevin Taylor, Chad Thurman, Mark Thurman, Daniel Trentman, Ron Wells, Jeff West, Robert Wright, Joanne Yaffe, David Zemmels

I. APPROVAL OF THE MINUTES

August 9, 2007 Minutes were approved

II. PRESIDENTS TASK FORCE ON CAMPUS SECURITY

Wayne McCormack
Emergency Preparation/Notification

The task force has been holding meetings for several months. Members have worked extensively on fact finding and plan preparation. They will be posting emergency action information around campus with numbers to call, "Do Not Confront" advice.

Preparation for a notification system is being put together and work is being done with ACS for electronic message boards, Email, commercial media, etc. Higher Education RFP was sent and vendor responses are expected next week. This is an information item. No action is required at this time.

III. FY08 STRATEGIC PLAN

Kevin Taylor

Council members asked to review the latest version of the Strategic Plan and bring suggestions and comments to Kevin Taylor or Steve Hess.

It is recommended that ITC approve this version of the plan, keeping in mind that it is a working document with frequent changes. Recommendation approved.

IV. TECHNICAL CLASSROOM VISION

Steve Hess

The status report on University of Utah classroom technology and comparison with installations at peer institutions from Wayne Peay was review with council members. The university is in the upper tier among its ten peer institutions and is a leader in the number of rooms installed with bright, high resolution projectors, and in the number of rooms that have internet access for faculty and/or students.

While the Health Sciences Education Building, C. Roland Christiansen Center and Warnock Engineering Building are the most fully equipped and attractive facilities, General Purpose classrooms on campus have quite high levels of functionality, they lack some of the high tech components and aesthetic finish, but most General Purpose classrooms have bright, high resolution projectors, laptop connections and video playback equipment which are controlled by a wall-mount control system.

Students and Faculty want more sophistication including document cameras, student response systems, internet connections, touch-screen control systems, faculty want to have consistently funded and configured classrooms that are easy to operate are well supported.

This topic will be addressed again at the December ITC meeting where funding and architecture will be addressed.

This is a discussion item. No action is required at this time.

V. EMAIL FOR OFFICIAL EMPLOYEE COMMUNICATIONS

Jeff West

Email is now the official means of communication for students. Recently, occurrences of spotty delivery of campus-wide emails has raised the desirability of email becoming the official means of communication for staff and faculty also. Council members discussed having a subcommittee formed to look into adding all staff and faculty to the email policy while ensuring that all staff and faculty have access to official communications. It is recommended that ITC establish a subcommittee to provide a recommendation regarding the use of email as an official means of communication for all staff and faculty employees. Recommendation approved.

VI. COMMITTEE & TASK FORCE REPORTS

Distance Education Task Force – Carol Gassert

Letters of invitation went out to committee members from Steve Hess and Joyce Mitchell, Carole Gassert and Helen Lacy have been asked to co-chair the committee. The committee has been able to meet once since the last ITC meeting and is currently working on a survey of distance education activities, the finalized survey will be distributed electronically by Media Solutions to faculty, departments, colleges and programs which offer distance education courses on campus in November. Media Solutions will tally and prepare the findings of the survey.

Workflow Committee – Jeff West and Phil Johnson

Workflow implies the ability to describe organizational structure, the authority granted to conduct the business of the organization and the relationship connections amongst the levels and parts of the organization. The key elements are the organization itself (the org ID), positions within the organization (a set of defined responsibilities) and the roles of the people in the organization, whether inherited or assigned.

The workflow committee has been meeting twice a month. Their focus has been to analyze current administrative processes and to identify touch-points and implications for applying Workflow principles. Three subcommittees have been working on different aspects of Business Process Improvement. These tasks have been documented in the Strategic Planning document under the Project Plan section.

In addition, the Workflow Committee needs the help of the ITC members to look out for new initiatives in their areas where software is being purchased or implemented that comes with a workflow component. Until such time as the Committee makes its recommendations, no ancillary workflow components or systems should be contemplated or utilized. There is one exception that will be allowed to go forward, which is the electronic PAN form processing, which will have a workflow aspect to it. However, this process will be used with the understanding that it may need to be reworked or redesigned at a future date to conform to the recommendations of the Workflow Committee.

Policy Manual Redesign– Phil Johnson, Paula Millington

The Policy Manual has not been updated for close to 10 years, even though new procedures were put into place for the upgrade five years ago. The committee has been meeting since last May and has been working on how separate procedure from actual policy; they hope to present their redesign recommendations to the Board of Trustees soon.

Media-on-Demand – Kevin Taylor

The Media on Demand committee has researching use, demand and cost analysis for streaming content. The trend for growth in this area has increased over the last two years in the triple digits. Research shows that nearly as much content is streamed as stored on hard media. Evidence shows that an increasing number of students are affected by streamed course materials. Accordingly the lack of funding inhibits the use of streaming technology for instruction for a number of reasons outlined. The committee has outlined equipment and labor funding needs to continue and increase support streaming. Information regarding the trends for streaming can be viewed on page 59 of the meeting materials.

VII. ENTERPRISE PROJECTS

HR Request Form – Phil Johnson

Automation of the PAN process has been a high priority for groups on campus for a number of years. The Gideon Taylor Consulting Group has been retained to complete the PAN Automation Process. They will begin by holding intensive requirement sessions to find the needs of campus and HSC groups; they will be working to make sure that all departments' needs are being met. Information retained in the automated system will related to PeopleSoft, it will not contain degree, cv or other types of data.

One Card Upgrade – Norm Chambers

The One Card upgrade is under way replacing outdated equipment and shifting from UNIX to Windows based system. The upgrade will allow acceptance of credit cards and provide faster transaction processing. The Blackboard Universal Upgrade contract has been signed and Purchase Orders issued. The total project funding will total approximately \$344,484. The project will be completed in phases beginning December 2007 with the last phase starting the summer of 2008.

C*Cure, Logiplex Replacement – Norm Chambers

The facilities department led the process of collecting base information to generate an RFP to replace the failing Logiplex alarm and access system. Johnson Controls was awarded the contract and began the upgrade with the Orthopedics' Building in 2004. The UCard department now manages the system and Public Safety is responsible for monitoring and response to the alarms on the system. Since implementation in 2004 33 buildings/departments, 600 plus doors, 167 cameras and 116 Partition Coordinators have been added to the system and an additional 74 Logiplex sites are still scheduled for conversion, a deadline for July 2008 to complete the project has been set.

ERICA Project Expansion – John Stillman

The Electronic Research Integrity and Compliance Administration (ERICA) is being designed as a single access point for university faculty and staff to initiate research projects at the University of Utah. Due to federal, state and institutional level policy changes, there is increased responsibility for individuals and institutions conducting research. The ERICA project is designed to provide an electronic process for submission, review, approval, renewal and amend processes. The project will be implemented in two separate phases.

Maximus Facilities Management – Ken Nye, Perry Hull

Maximus is a computerized maintenance management system that Plant Operations will be adopting. It will move a large paper intensive department to a more efficient automated system that will improve work order processes and the billing operations. The new system will be implemented gradually.

VIII. CIO REPORT

The Cyberinfrastructure Council has been meeting monthly, at the most recent meeting the council elected their new chairperson. Martin Berzins has agreed to serve as chair, replacing Wayne Peay who has retired.

It has been suggested by some groups that the ITC meetings be streamed. Council members discussed costs involved, necessity and the cost to have an attendant to monitor the room cameras. Several members didn't see the necessity for streaming. The topic can be discussed again. Investigation should be taken to find out the costs. In the meantime, we will work to get minutes out quickly. It was also suggested that the sound at ITC meetings should be improved.

Craig Forster, the interim director of the new Office of Sustainability, was introduced.

Meeting adjourned.

*Next meeting is scheduled for December 13, 2007
at 12:00 Noon in the Dumke Board Room of the Eccles Broadcast Center*