

University of Utah
Information Technology Council
Executive Committee

June 12, 2008

THE MINUTES

Council Members or Representatives in Attendance:

Cathy Anderson, Ed Barbanell, Mark Bergstrom, Paul Brinkman, Norm Chambers, Dean Church, Steve Corbato, Tim Ebner, Julio Facelli, Ryan Fox, Demian Hanks, Kay Harward, Steve Hess, Phil Johnson, Chris Kidd, Lisa Kuhn, Helen Lacy, Jim Livingston, Paula Millington, Larry Okun, Joyce Ogburn, Brent Park, Jim Parker, Caprice Post, Rita Reusch, Brent Schneider, Tony Serrato-Combe, Joan Stoddart, Joe Taylor, Kevin Taylor, Chad Thurman, Daniel Trentman, Jim Turnbull, Jeff West, Chuck Wight, Joanne Yaffe

Guests and Other Attendees:

Dave Adams, Craig Bennion, Mark Beekhuizen, Joe Breen, Paul Burrows, Julia Harrison, Juli Hinz, Jason Moeller, Pam Mollner, Bryan Morris, Ron Muncey, Mindy Tueller, Hang Wong

I: Introductions and Welcome – Joyce Mitchell

II: Approval of the Minutes – April 10, 2008 Minutes – Approved

III: Electronic Personnel Action Form – ePAF – Kevin O’Keefe, Phil Johnson

Information was provided regarding the Electronic Personnel Action Form (ePAF). ePAFs transform the PAN process making it much easier to make accurate and timely changes in personnel status. Following the May 27th launch of the new ePAF system over 600 forms were processed from 200 departments; the new system has dramatically reduced processing time and increased accuracy. The approval process is electronic: HR completes the final approval step after back up paperwork (I-9 and/or accepted forms of ID) has been received and accuracy is verified. Timed implementation was allowed for training of the 800 payroll reporters and the targeted cut-off date for the paper PAN form is scheduled for the end of July 2008. Council members would like to have the topic brought back to a future ITC meeting for an update.

This is an information item. No action is required at this time.

IV: Campus Laptop Program – Craig Bennion

This item was introduced at a recent ITC meeting. The Campus Laptop Committee has prepared a detailed report to be reviewed by Council members on page 13 of the meeting materials. The Committee was tasked to make recommendations regarding a

possible program to make laptop computers available to faculty, staff and student. Their report addresses a program overview, administration of the program, a possible distribution plan, technical laptop support, training for laptop owners, various means of advertising the plan and program costs and risks. The Committee recommends the program as outlined in the materials, and implementation on a phased cooperative approach. Council members discussed the costs and any possible discounts that might be available related to the proposed plan, and if other institutions are using similar programs and the advantages to having a plan in place. Students can deduct it from their income taxes and student loans can also be used to purchase laptops, if it is a school requirement. Some colleges and departments are already moving ahead on implementation of laptop requirements for program acceptance. The Campus Laptop Committee will update the Council at a future ITC meeting.

V: DARS Interactive Audit– Ed Barbanell

The updated, interactive Degree Audit Reporting System (DARS) was implemented on June 2nd. The DARS system contains graduation requirements for the University degrees. DARS reads student data that has been entered into the system by a DARS coordinator, and comparative information can be taken from the system in audit form. Students are able to see where they are in their progress toward graduation by reviewing the audit for requirements for any degree. This piece was required before the Degree Completion Program (DCP) software can be implemented.

This is an information item. No action is required at this time.

VI: Cyberinfrastructure Plan – Steve Corbato

Steve reviewed the draft document with the IT Council members. An earlier version of the plan was been reviewed by the Cyberinfrastructure (CI) Council at a planning retreat in May, and the revised report is included in the meeting materials beginning on page 30. Council members discussed the report, the CI Council recommendations and plan. The CI Council will be working on completing the plan over the summer. Prioritized, near term actions include: campus ID management, a data curation workshop, and CI requirements for the new data center.

It is recommended that ITC approved the draft framework for the strategic plan for campus cyberinfrastructure at the University of Utah; the recommendation was approved with the understanding that the topic will be readdressed at the August ITC meeting.

VII: Academic / Instructional Technology – Chuck Wight, Juli Hinz and Joyce Ogburn

ITC's Distance Ed Committee released its report this past year with recommendations for consolidating data collection about distance education and online learning, increasing support for faculty developing online courses and degrees. President Young has expressed desire for the U to increase both the breadth and depth of uses of instructional technologies in classes and student services.

The Distance Education Committee would like to form a group of stakeholders from the main campus and Health Sciences to provide input and guidance on how the recommendations from the Committee should be implemented. Currently the Technology Assisted Curriculum Center (TACC) reports directly to Marriot Library; a plan is being formalized so that the TACC will report jointly to Marriott Library and Undergraduate Studies to increase the level of support for faculty and students. The goals of the Committee include increased support for faculty and departments to create online courses and degree programs, encouraged development of hybrid courses, creation and support of new online tools, facilitated shared instruction with other institutions and support for faculty and staff who are working to disseminate new ideas, software and products. ITC members discussed the report and would like the topic reviewed at a future meeting with additional details and cost figures.

This is an information item. No action is required at this time.

VIII: Portfolio Management Update– Joe Taylor

The Planview system has been installed and some prototype and configuration work has been done. Two-day Project Management training sessions have been held; the sessions were well prepared and received. Additional Project Management training will be held in the June – July timeframe. The U PlanIT Prototyping and Configuring Enterprise Portfolio Block 2 will be one of the next steps to be addressed. The Infrastructure Pilot Program has been put on hold for now due to some reorganization issues but the topic will be brought back soon and a report to the ITC will be brought back in the October timeframe and a progress report will be given at that time. Jim Turnbull indicated the Hospital wants to see if the commonalities in their portfolios (clinical, financial & ancillary, infrastructure) would allow them to be combined with similar campus portfolios. Joe Taylor indicated this would be analyzed.

This is an information item. No action is required at this time.

IX: Product Management – Kevin Taylor

Portfolio Management and Product Management are important processes for prioritizing limited resources to accomplish IT projects and focusing on customer requirements and quality project outcomes. Product Management focuses on prioritizing projects and working to pool resources by using same or similar products. . The end goal is to become less process/quality focused and more focused on the customer requirements. The process and quality should be a given. A Product Management Council will be created and steps will be taken to identify campus IT products and services, create Service Level Agreements, coordinate vertical and horizontal, related and/or competing product development efforts, align products and services with the mission of the University, identify and focus on client groups, and integrate the efforts of IT and functional units.

This is an information item. No action is required at this time.

X: Campus Directory / Campus Identity Store – Caprice Post

Four directory projects are currently in progress.

Identity Management Architecture Project: This project will produce a road map that will include a single identity store and centralized identity services that include authentication, authorization and provisioning. This is a long term ongoing project; some tasks will be completed this summer.

Online Phone Directory: This is a Media Solutions project; we are working on some short term solutions along with future plans for a more robust phone-book style directory. Part of this project will be encouragement to Payroll and ePAF reporters to record accurate employee information and to correct errors in employee information found to be inaccurate.

Campus Active Directory Project: A campus-wide Windows-based Active Directory. It will be used for authentication and authorization for labs, departmental workstations and other services as requested. Work is being done to move HSC to production phase in July for home directory access; following that step other departments will be moved into a test phase. A process is also being worked on to move wireless authentication (Radius) to the Campus AD servers in order to reduce wireless support issues between lower and upper campus.

InCommon Federation Project: A common credential store. NIH announced an application that will use the InCommon Federation standards; the authentication set-up is being finalized. The underlying technology is Shibboleth.

This is an information item. No action is required at this time.

XI: Instructional Computing Budget - Final – Steve Hess

The latest Student Instructional Computing Program Budget for FY 2009 was provided to ITC members to review. The amount is based on enrollments staying the same. A copy of the budget can be obtained from Kevin Taylor. The time to review this topic during the April meeting was shortened due to time restraints. Additional time was given to Council members for budget discussion or questions. Several members of ITC are on the SCAC committee and can be contacted with any additional questions; if members would like names or contact numbers, contact Kevin Taylor.

It is recommended that ITC approve the Instructional Computing Budget as proposed. The recommendation was approved.

XII: Information Security and Privacy Policy Framework – Chris Kidd

The Compliance Office wants to adopt the ISO 27002 as the University's standard; campus data stewards would then classify the requirements for our data. The Compliance Office plans to inventory where SS#, mother's maiden name, drivers license numbers, etc., are being collected. In 60 days, departments must identify where

these are being used and determine if they are necessary. The cognizant dean or VP must approve the use of identifiers. The Compliance Office would provide support or risk assessments as necessary.

Due to the complexity and time needed to adequately present and discuss these topics, it was suggested that ITC members review the materials provided and postpone this agenda item until the August ITC meeting.

The proposal to postpone discussion of this topic was approved.

XIII: Strategic Plan Review – Steve Hess

Due to time constraints this topic has been postponed.

Meeting Adjourned.