

University of Utah  
Information Technology Council

October 9, 2008

THE MINUTES

Council Members in Attendance:

Cathy Anderson, Ed Barbanell, David Blackburn, Paul Brinkman, Norm Chambers, Thomas Cheatham, Dean Church, Clif Drew, Tim Ebner, Julio Facelli, Chuck Hansen, , Steve Hess, Dave Huth, Phil Johnson, Chris Kidd, Lisa Kuhn, Helen Lacy, Jim Livingston, Nancy Lombardo, Roxanne Mashburn, Paula Millington, Joyce Mitchell, Tony Murillo, Ken Nye, Joyce Ogburn, Larry Okun, Brent Park, Jim Parker, Rita Reusch, Steve Reynolds, Antonio Serrato-Combe, Kevin Taylor, Daniel Trentman, Jim Turnbull, Jeffrey West, Chuck Wight, Mark Woodland

Guests and Other Attendees:

Dave Adams, Steve Adams, Craig Bennion, Paul Burrows, Stacie Gomm (USU), Julia Harrison, Eric Hawley (USU), M.K. Jeppesen (USU), Kimball Lovin, Randy Madsen, Pam Mollner, Mindy Tueller, Hang Wong, Judy Yeates

I: Introductions and Welcome – Joyce Mitchell

II: Approval of the Minutes – August 14, 2008 Minutes – Approved

III: Review of Campus Strategic Plan – Steve Hess, Kevin Taylor

The Campus Strategic Plan has undergone a format change this year. The previous year's plan grouped categories of IT projects under "core projects;" the draft of the new plan focuses more on institutional strategic drivers and includes "core projects " in one of four Plan levels.

The new draft includes a first **Foundation** level which includes four main categories: *Strategic Drivers*; *Governance* (ITC is a critical governance organization in the Plan); *Planning*, which includes the development of plans and policies enterprise architecture and standards, and product and services management processes, and *Objectives/Enablers*, which incorporated the "core enablers" or strategic objectives embraced in past years. There are multiple sub-categories within each of the four main categories.

The next Plan level is the **Portfolio and Project Management** process which is intended to focus IT resources on the completion of actual projects

The **Projects and Initiatives** level will be visible via the UPlanIT portfolio and project management system, which replaces the list of projects, a prominent part of previous plans.

The University community should see results of the Strategic Plan in the form of new and improved **Product and Services** that support the University mission. **Products and Services** is the fourth and final Plan level.

The main points of the updated plan were highlighted and discussed by the Council members. Several suggestions were made by the members including the following: add sustainability and public service as strategic drivers; that some categories could be narrowed to define areas related to teaching and student issues; that the sub-committees reporting to ITC be listed even if the location is in an appendix.

The process of updating the Strategic Plan is still developing and as the process moves forward it will be readdressed with the IT Council at a future meeting. A copy of the FY2009 Campus Strategic IT Plan is included in the meeting materials for this meeting.

It is recommended that draft of the IT Strategic Plan be approved. The recommendation was approved with changes.

#### IV: Portfolio and Project Management – Kimball Lovin

The three stage implementation of the portfolio and project management program was reviewed. Phase One is complete and the Phase Two, the pilot stage, is nearing completion. Phase Three, the production stage, is scheduled to be complete near the end of November, 2008. Six additional team members have been added to the IT Project and Portfolio Office; two project coordinators, Geoff Gough and Spencer Stout; and four MBA students, Troy Daniels, Jared Bryson, Anthony Rodebush and Y-Wei Chang.

The slide presentation was reviewed by Council members, additional information on the entire project can be reviewed with the meeting materials.

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

#### V: Payment Card Industry (PCI) Compliance – Jeff West

A draft of the new Payment Card Acceptance policy was reviewed for the Council members. The necessity to review the policy follows a recent PCI audit. The audit pointed out areas of risk exposure and the need to keep the university credit card data secure and protected. The Payment Card Acceptance Policy draft will also be reviewed at a Cabinet meeting, the Council of Academic Deans and the Academic Leadership Team to complete the first approval step. The Policy draft is part of the meeting materials.

It is recommended that ITC approve the draft policy. The recommendation was approved with wording changes.

#### VI: Authoritative Faculty Database – Steve Hess

A major strategic driver for IT at the University is to ensure transparency and integrity of institutional information for students, faculty and staff. A key project over the last two years has been to identify the institutional sources of faculty information and making them available in various formats to faculty and deans. Several entities have worked together to provide a number of solutions to make faculty data more available than ever before; we currently lack the architecture and operational support to make this data useful in a true enterprise fashion. Technology changes have recently introduced improvements in enterprise information management strategies; these changes are being investigated to see how these improvements could help us share enterprise faculty and institutional data. OIT is currently sponsoring four activities to help define our enterprise information strategy and the architecture that will support our needs.

1. Enterprise Architecture and Data Warehouse for Information Management: An outside consultant has been engaged to assess our needs and current architecture operations for data sharing. He will evaluate ITS's enterprise data warehouse (EDW) and operations; he will make recommendations for a model that could include all campus data.
2. A committee of various campus stakeholders is gathering requirements for sharing institutional data once a master database is available. Our outside consultant will work with this group to evaluate needs and make recommendations.
3. A committee of various campus stakeholders is assessing the data we currently have on faculty, the authoritative sources and integrity of the data.
4. Faculty Content Database: This ongoing project is working to create a collection of authoritative, institutional, faculty information or content that can be used on our web pages. When complete, the faculty will be able to review their institutional information and then add/edit the information on an annual basis. The faculty content will be available for publishing faculty web pages, searching online directories, research interests and international activities, annual Faculty Activity Reports, etc. Currently, the source data for the content database comes from various institutional databases. As soon as the master database is available with institutional data, that will be the source.

Council members discussed the information presented on the aspects under this agenda item and offered suggestions for consideration regarding research and implementation of the Authoritative Faculty Database.

ITC support was sought to endorse these investigative Activities. This item will return with some recommendations in the December ITC meeting. Support to move forward was approved.

## VII: Electronic Classroom Update– Helen Lacy

The Council members reviewed two spreadsheets indicating the status of Electronic Classroom equipment updates and new installation dates; information was also received on replacement schedules for new projectors in classrooms. The E-Classroom spreadsheets are included in the meeting materials.

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

## VIII: CIO Report– Steve Hess

Council members were notified that the University of Utah was named the third most wired university in the nation by PC Magazine. A copy of the article is included in the meeting materials which gives additional details and the selection criteria.

The Board of Regents and President Young announced the 4 % budget cut for the University following the special legislative session. This topic will be included on the December ITC agenda when additional information will be given on where the budget cuts are planned.

Outlined in the meeting materials is the plan under consideration to update/expand the Graduate School Application Form. Council members discussed the process and purpose of the process and task force mission. Council members are asked to forward comments and suggestions to either Steve Hess or Kevin Taylor.

Meeting Adjourned.

The next ITC meeting will be held on Thursday, December 11<sup>th</sup>, 2008, in the Dumke Conference Room of the Eccles Broadcast Center.