
MINUTES OF THE INFORMATION TECHNOLOGY COUNCIL

HELD AUGUST 13, 2009

ATTENDEES:

Council Members in Attendance:

Cathy Anderson, Kenning Arlitsch, Ed Barbanell, Mark Bergstrom, Andy Black, David Blackburn, Paul Brinkman, Norm Chambers, Tom Cheatham, Dean Church, Tim Ebner, Julio Facelli, Chuck Hansen, Kay Harward, Steve Hess, Dave Huth, Lisa Kuhn, Helen Lacy, Nancy Lombardo, Roxanne Mashburn, Paula Millington, Joyce Mitchell, Ken Nye, Kevin O'Keefe, Joyce Ogburn, Larry Okun, Brent Park, Jim Parker, Rita Reusch, Brent Schneider, Jean Shipman, Joe Taylor, Kevin Taylor, Daniel Trentman, Jim Turnbull, Jeffrey West, Chuck Wight, Mark Woodland, Joanne Yaffe

Guests and Other Attendees:

Dave Adams, Steve Corbato, David Feyler, Pam Mollner, Jon Ross, Mindy Tueller

INTRODUCTIONS AND WELCOME – JOYCE MITCHELL

I. MINUTES FOR JUNE 11, 2009 WERE APPROVED.

II. CLOUD COMPUTING / SOFTWARE AS A SERVICE GUIDELINES – KEVIN TAYLOR FOR CHRIS KIDD

As requested at the June ITC meeting, a group has been assigned to address the issues related to cloud computing/software as a service (SaaS). The group determined that a set of guidelines needed to be developed to assist organizations and data stewards with the assessment of security and business continuity issues. The guidelines, which serve as a checklist, are included in the meeting materials and were reviewed by the IT Council members.

The working group is in contact with the Office of General Counsel to ensure that contracts with SaaS provider appropriately address data security issues.

It is recommended that ITC accept the guidelines with the understanding that rank and weight criteria will be developed. The recommendation was approved.

III. ASUU STUDENT GROUP MANAGEMENT SYSTEM – SOFTWARE AS A SERVICE – LORI MCDONALD AND CHASE JARDINE

Software as a service (SaaS) product was introduced that is targeted at managing student group information. Symplicity's Student Groups Management System (SGMS) is the first product of its kind that addresses all student organization management needs which might include organizations such as student government, intramural sports, and Greek life in one integrated

package that is accessible to students, student officers, and privileged campus staff. SGMS allows campuses to replace half a dozen niche products with an integrated solution that provides management of student organizations, student group members, campus events, calendaring and more.

It is recommended that ITC approve the Student Group Management System project subject to the decision of the Data Steward regarding institutional data residing in a SaaS environment. The recommendation was approved.

IV. POLICY / RULE IN SUPPORT OF THE HIGHER EDUCATION OPPORTUNITY ACT – KEVIN TAYLOR FOR CHRIS KIDD

Documents regarding the Rule, memo and legal file sharing table were presented and discussed by the Council members. This topic has been previously reviewed at an ITC meeting. The University is being brought into compliance with the Higher Education Opportunity Act as it relates to music, movie and game file sharing. Council members reviewed the documents and recommended that the information presented be made available for all students, staff and faculty and that emails should be sent to students, that students should receive information at the time of registration and at the dorms.

The Rule will be submitted to the Institutional Policy Committee and will follow the approval procedures required for establishing University regulations. All the documents discussed are available in the meeting materials.

It is recommended that ITC approve the Higher Education Opportunity Act Rule, memo and legal file sharing information as provided. The recommendation was approved with the suggestion mentioned.

V. GUEST WIRELESS ACCESS – DAVID FEYLER

Information Security Operations has developed security recommendations for the guest wireless network, “UGuest.” The recommendations would include blocking inbound initiated traffic, allowing outbound port traffic for http, https, VPN and ftp and that other ports may be opened on a case-by-case basis as needed.

Members of the Wireless Committee believe that the topic deserves additional discussion and suggest that meetings be held with Information Security Office (ISO) members and the Wireless committee to review the recommendations of the ISO. In the mean time guests are able to have wireless access by using “UGuest” which is currently allowing inbound traffic. Guests can also use a temporary guest Network ID (gNID) which can be created upon request from a department by the Campus Help Desk.

This item has been tabled and will be brought to ITC at a future meeting. ITC members would like to know when the next Wireless Committee meeting is scheduled. (They meet the 4th

Wednesday of each month.) ITC members are encouraged to give input to ISO and the Wireless Committee regarding their requirements and expectations are for “UGuest.”

VI. IT STRATEGIC PLAN OUTLINE – STEVE HESS AND KEVIN TAYLOR

Last year the IT Strategic Plan focused on the role of the portfolio and project management process in ensuring that strategic initiatives are prioritized for completion. This year our planning efforts involve extending the planning window for up to three years. Our desire is that the Plan will reflect the strategic initiatives of the constituents that are served by IT organizations. We will be aligning the plan with the University’s major areas of focus: 1) Teaching and Learning, 2) Research and 3) Community Service. The Health Sciences and University Hospitals and Clinics are grouped separately on the anchor chart due to the size of the groups. The ITPPO dashboard processes will be used to track the IT Plan so that project process can be looked at any given time. More details will be presented at the October ITC meeting. The anchor chart and outline are included in the meeting materials for Council members to review.

It is recommended that the ITC approve the planning outline as presented. The recommendation was approved.

VII. DISTANCE EDUCATION COORDINATION – HELEN LACY

As an increasing number of University colleges and departments have begun offering courses via distance education systems, Instructional Media Services invited several interested parties to become part of an *ad hoc* committee to discuss common issues. Those who attended the initial meetings included representatives from Academic Outreach and Continuing Education, the Colleges of Education, Engineering, Nursing, Science and Social Work as well as staff members from IMS, the University Scheduling Office and the Utah Education Network.

Collaborative efforts have been organized to schedule the use of UEN’s IVC system; this does not include WIMBA or other networks such as Utah Telehealth Network. Discussions about operational training for faculty and students will be the topic for the next scheduled meeting.

It is recommended that the ITC support the efforts of the ad hoc Committee on Distance Education and that its members participate as appropriate. The recommendation was approved.

VIII. DATA CENTER REPORT – DAVE HUTH

Following the purchase of the building downtown to be made into a data center, the University engaged HP Mission Critical Facilities as a consultant group to develop a programming master plan and basis of design documents for the new data center. The three month engagement is complete and the final reports have been delivered to the University, and a final presentation was delivered to the University and Hospital CIOs and Financial officers. Additional information will be presented at the next ITC meeting in October.

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

IX. SINGLE SIGN ON – DAVE HUTH

The University has seen significant progress in the Reduced Sign-On effort. With the completion of the password synchronization project, all University-wide applications utilize a single uNID/password for authentication. This effort completes one of three of the initiatives being worked on, under the direction of the ITC. Work will not be focused on architecting a single sign-on environment.

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

X. CAMPUS IT ORGANIZATION CHANGES – STEVE HESS

To continue to provide the services that meet the needs of the University community the Office of Information Technology has gone through reorganization this summer. The new organization chart is reflected in the meeting materials.

XI. CIO REPORT – STEVE HESS

Information Technology updates from the Burton Conference this summer were briefly reviewed with Council members.

MEETING ADJOURNED