MEETING MINUTES
IT COUNCIL

DATE:       JUNE 25, 2014
TIME:       8:00 AM TO 9:30 AM
LOCATION:   UNIVERSITY HALL, ROOM 610
CHAIR:      NELSON VINCENT
CALL TO ORDER
Nelson Vincent welcomed the committee and introduced the newest member, Dr. Richard Miller.


Apologies: Bob Ambach, Russ McMahon, Ayca Mazman, Corrie Becker, Mary Beth McGrew, Kristi Nelson

APPROVAL OF MINUTES
Nelson asked for changes to the April meeting minutes. There were none. Diana Noelcke motioned to accept the minutes; Jeremy Martin seconded it. The committee voted unanimously to accept the minutes as written.

BUSINESS
Membership
Nelson Vincent proposed the committee add new members from The Council of Deans and UC Foundation. Jeremy Martin motioned to accept the new members; Mark Faulkner seconded the motion. The committee voted unanimously to invite new members. Nelson will follow-up with this.

Data Center Task Force
The Sr. VPs are chairing the committee to determine next steps and hope to have recommendation by the end of this year to get them in the capital funding budget track. Options they are considering:

- Joint data center options between UC Health and University of Cincinnati
- UCBA location
- State contract at SOC
- CyrusOne data center in Lebanon Ohio

The SOC site has the advantage of a mainframe and backup environment similar to UC and they have built-in disaster recovery.

The CyrusOne site advantage is that it is located in Lebanon, which is approximately 27 miles from UC main campus.

All options are being considered. In addition to start-up costs, studies are underway to determine operating costs on a 5-year and 10-year time line for all options.

Nelson thanked co-chairs Beth McGrew and Megan Pfaltzgraff. They also volunteered to serve on phase 2.
SIS Update –
- The team is housed at Victory Parkway campus.
- Training is taking place and they are moving into the fit-gap process.
- The team is sequestered and focused on this mission.
- They have a dedicated communications team, a website, and plan to publish regular newsletters.
- Robyn Pitman, Doug Burgess, and Gary Grafe are the leadership team.
- The leadership team will provide written updates to IT Council in the future.

Christina Beer requested additional communication for students to help them understand the goals of the project. Nelson asked Christina to provide student government representatives for all the SIS committees to help with this.

Classroom Maintenance
The Council of Deans recommended a review of the centrally scheduled and college owned classrooms to look for opportunities for standardization of equipment. Nelson distributed a memo (attached) to the IT Council addressed to the representative eClassroom Maintenance Committee detailing the proposed membership and charge of the Committee. The Committee is charged to:

1. Review opportunities and models to fund the maintenance and replacement instructional technologies in centrally scheduled classrooms.
2. Explore similar opportunities for distributed classrooms managed by individual colleges.
3. Review opportunities for resourcing and funding classroom enhancements and innovations such as collaboration spaces, flipped classrooms and hybrid classrooms.

Nelson asked Christina for student representatives to serve on the committee. Chris Edwards will recommend a representative from the eLearning Committee as well. The eClassroom Maintenance Committee will begin their work right away and send recommendations to both Sr. Vice Presidents.

UC Libraries Update –
Dean Wang shared the UC Libraries Strategic Plan with the IT Council. He said his team has been working on this the last 12 months. Four pillars emerged as the strategic themes:

1. Digital Technologies & Innovation
2. People
3. Space
4. Data → Information → Knowledge

The strategic plan is the blueprint for the future of UC Libraries. One of the major people changes is they used to hire staff with Master’s Degrees in Library Science, now they include faculty and staff who hold PhDs in science with biomedical backgrounds to create links with researchers. They also created a new title of Informationist for staff that have intersection of
skills between librarianship and IT professionals. At the next IT Council meeting, Dean Wang will present in depth on the UC Libraries transformation.

**ITIE Fees Proposed Draft**

Nelson presented the Proposed FY15 ITIE Allocations as of 6/11/2014 to the IT Council (attached). The Office of the Provost still needs to finalize the numbers but letters with these allocations will be going out soon. Oversight is responsibility of IT Council.

The College of Medicine does not have any allocation because they do not charge their students ITIE fees. After some discussion and questions about how graduate students fit into this model, Anton Harfmann motioned to accept the ITIE Fees Proposal, Richard Miller seconded the motion. The Council approved the motion with one abstention. William Ball (COM) abstained from voting.

**Open Position Updates**

- The AVP for eLearning search is completed. The search committee, chaired by Dr. Bleuzette Marshall, recommended Chris Edwards. Chris will resign from the CoN and officially start in his new role as AVP of eLearning in UCIT on July 14.

- AVP for Info security – The first round of campus interviews are being scheduled. The first set of Skype interviews were not successful for determining a finalist candidate.

- Chief Risk Office – Three top candidates are coming back this week for next round of interviews.

- The Privacy Officer position is being re-advertised because we were unable to negotiate salary with the chosen candidate.

- Amin Shafi’s replacement, Gary Casson, is starting next week. He has over 30 years of higher ed and industry experience.

**Topical Committee Updates**

1. **eLearning**

   i. Is holding two concurrent lecture capture training sessions this morning with 20 faculty and 50 ID and IT staff. They will take the opportunity to discuss Canopy issues with the groups.

   ii. Faculty Senate is commissioning an eLearning committee. Chris and Melinda Rhodes-DiSalvo (eLearning co-chairs) plan to meet with the new Faculty Senate chair to start planning collaboration steps.

   iii. A MOOC subcommittee was formed to gain national perspective on eLearning initiatives. BJ Zirger (LCoB) and Eugene Rutz (CEAS) are the co-chairs of the MOOC subcommittee. They will publish their report soon.

   iv. TEACH Act policy draft will be submitted to the IT Council for review and approval soon.

   v. A Web Conference task force was formed to evaluate and recommend an enterprise level web conference tool.
vi. An Accessibility task force was created to improve ADA compliance requirements on all major technology applications.

vii. A Learning Management System (LMS) subcommittee was formed to review and advise on Blackboard upgrades and other issues related to the LMS.

viii. UC had three proposals accepted and is sending a delegation to the annual BBWorld conference in July.

ix. An ePortfolio task force is being formed to evaluate and recommend standard tools to meet the needs of students, faculty, and staff.

x. The Blackboard contract is being renewed on a year-to-year bases. We are keeping our options open and probably will stay with yearly contract. We are looking for true partnerships; vendors to walk with us on the journey of eLearning

2. Core Services and Shared Infrastructure
   i. Amin Shafie, along with Mark Faulkner and Dom Ferreri, are negotiating an independent contract With Adobe for UC since the state negotiations collapsed. Anton distributed a copy of the Adobe Create Cloud Funding Request (attached) with the latest numbers from Amin. UC has to commit to 1500 subscriptions and a proxy server to comply with the terms negotiated. Anton thinks 1500 is a reasonable expectation. William Ball suggests UC take this issue nationally, to our delegations in Washington in the Association of Public Land-Grant Universities (APLU). He will discuss best approaches for taking it nationally with President Ono.

   ii. Architecture Principles – Anton submitted a draft copy (attached) for consideration and approval from IT Council. Their Committee wants consensus and approval from all IT Governance Committees. These are not laws but guidelines. Anton, Diana, and Dom will present it to the other IT Governance committees. William Ball suggests adding IT to the title to avoid confusion with the UC Architects Office. Anton will submit a new document with that name to be distributed by Jane to the other Governance committees. Rich Miller suggests that CEAS needs to be included in the IT Architecture Principles Committee. Anton will seek out Megan Pfaltzgraff for inclusion and endorsement. Dean Wang wants to involve Library staff too. Nelson asked Christina for student involvement on the IT Architecture Principles Committee too.

3. IT Managers
   i. Nelson presented IT@UC Strategic plan at the last IT Managers meeting. They discussed distributed IT at UC and best practices. Some issue to consider are sharing audit reports to collectively solve problems. Start thinking of ourselves as all IT@UC and not working in silos. There is no formal process to support small IT shops but we could support each other better. There are opportunities for succession and planning.

   ii. Brian Verkamp went to New York to represent IT@UC at Kaltura conference.
iii. Client Services formed a task force to determine how to grow the UCIT Help Desk to better meet the needs of the community. They have some recommendations to implement over the summer, with the goal of being fully implemented and ready for the start of fall semester.

iv. Service Management Position – Erma Fritsche accepted the position and will be leading the development of that unit.

v. An Enterprise Desktop group is forming.

4. R&D Committee – No June meeting. Mark was at training and co-chair resigned from the committee to accept another position in the College of Medicine.

Before adjourning the meeting, Nelson asked for input on agenda items. Dean Wang asked that Steve Marine be invited to a future meeting to discuss UC Digital Repository.

Student evaluation processes are being reviewed. Good research has been done to make sure appropriate questions are asked to fairly evaluate faculty. Nelson asked Anton to see if faculty evaluations were being addressed in the new SIS.

**ACTION ITEMS**

**New Action Items**

- Anton Harfmann – Determine if faculty evaluation is an option in the new SIS
- Anton Harfmann – Include CEAS representative in IT Architecture Principles Committee
- Anton Harfmann & Diana Noelcke – Present IT Architecture Principles to all IT Governance Committees
- Mark Faulkner – Invite Steve Marine to future IT Council to present UC Digital Repository
- Dean Wang – Present in-depth presentation on UC Libraries transformation at July IT Council meeting.
- Chris Edwards – Recommend an eLearning representative to serve on the eClassroom Maintenance Committee
- Christina Beer – Recommend student government representatives to serve on eClassroom Maintenance Committee, and the SIS project.
- Nelson Vincent – Invite new members to IT council from Council of Deans and UC Foundation.

**Old Action Items**

- Mark Faulkner - Process for UC Community to Submit Ideas, Requests, etc. to IT Governance Structure. *(In Process, TeamDynamix is possible cross portal for community to submit to IT Council)*
- Nelson Vincent - Meet with Council of Deans and Associate Deans responsible for technology to explain the ITIE funding issues for the e-classrooms *Completed*
• Mark Faulkner - Meet with Vice Presidents and Provost to determine Red Flag Policy next steps. *Scheduled*

• Nelson Vincent - Meet with Greg Vehr to discuss multiple CRM/CMS systems. *Update: Nelson met with Oracle on June 18th to discuss Eloqua as CRM systems, Tom Canepa was in the meeting too. There is a diversity of CRMs on campus. Foundation has Blackbaud, CQ, etc. Nelson met with Greg Vehr to discuss how to leverage and have alignment of all these systems. Jeremy Martin says most colleges are on board with holding off purchasing their own system until we review Oracle’s products. We are looking for umbrella CRM system if possible with as much standardization for better data tracking. Dean Wang says Library research directory needs to be connected to CRM for pushing content to research faculty. Jeremy will involve Library in the discussion.*

The meeting adjourned at 9:30 PM.