MEETING MINUTES
IT COUNCIL

DATE:         SEPTEMBER 25, 2013
TIME:         8:00-9:30 AM
LOCATION:     610 UNIVERSITY HALL
CHAIR:        NELSON VINCENT
CALL TO ORDER
Nelson Vincent welcomed the members.


On the Phone: Mark Faulkner, Corrie Becker
Apologies: Kristi Nelson, Bill Ball, Joe Blizzard, Anton Harfmann, Chris Edwards

APPROVAL OF MINUTES
Nelson asked if everyone had reviewed the minutes and if there were any edits. Pamela Baker asked if eLearning would include hybrid learning. Nelson said it would. Donna Hamilton motioned that the minutes be accepted and Robert Rokey seconded. Nelson requested a vote and it was unanimous.

BUSINESS
Nelson opened the meeting with an explanation of the IT Governance structure, which was formed as a recommendation from the Blue Ribbon Committee. It will be comprised of 5 committees:

- IT Council
- IT Managers Council
- E-Learning Committee
- Research and Development Committee
- Core Services and Shared Infrastructure Committee

The four topical committees will have representation from Administrative, Academic and Technical units as well undergraduate and graduate student groups from all campuses. They will meet monthly and have chairs that will rotate out annually. The co-chairs will become the chair to maintain consistency. The UCIT Project Management Office will provide support, document sharing and promote communication and collaboration across all committees by providing agendas, meeting minutes and a web based central repository for information. The website will be under the Provost site and can be found at:

http://www.uc.edu/provost/committees/IT/meeting_schedule.html

E-Classrooms

A recommended model for maintaining our 158 centrally scheduled e-classrooms is being proposed for funding from ITIE Fees initially and then subsequently from both ITIE Fees and the new DL Student Fee. Current needs are approximately $566,000 for replacement electronic equipment in classrooms each year. A minimum of $366K is required over the next 3 – 4 years for equipment replacement except in those year when OBR Equipment funds (normally every
other year) are available for a partial subsidy of the total amount needed. An inventory has been completed and all the equipment has been tagged and set up for depreciation. All centrally scheduled classrooms are electronic. There was a good conversation with the Council of Deans on how to refresh these electronic classrooms.

Beth McGrew is working with the various stakeholders to obtain the best balance of college owned, centrally scheduled and specialty classrooms.

Last fiscal year UCIT spent $340,000 just to add projectors to 38 centrally scheduled classrooms. Is this a good model? Are there benefits to equipping all general purpose classrooms with a full complement of equipment or should there be different levels of technology based on the utilization of the room?

John Hutton reminded the committee that working equipment, backups and support staff are critical to faculty teaching with technology in the classroom. He asked about our ability to swap out equipment that is not working. Nelson explained we have some parts but we do not have back up inventory to swap equipment out. Nelson agreed these issues have not been well addressed in the past but must be a part of the future plan. In addition to technology, future classrooms need flexible furniture and wireless technology. We need to be innovative, develop nimble, flexible classrooms to accommodate 21st century learning environments. A committee will be formed to determine a baseline set of equipment, classrooms and a funding budget model by the end of the year.

Erma Frische suggested we investigate using smarter technology such as whiteboards that double as display devices and have built-in wireless capabilities.

Mary Beth suggested that the Library be the beta test site to determine the best classroom technology setup before it is widely implemented across all campuses. Xuemo agreed and also stated that the Library should be the hub for testing all technological and social concepts. Xuemo Wang updated the members on the pilot in the Library to test the TEAL classroom concept. This concept is part of UC Libraries’ strategic plan for innovation. Dean Wang said the Dean’s council is discussing a proposal for best utilization of college owned vs. centrally scheduled academic spaces. Beth McGrew reported that the university is pretty good with using space (classroom space utilization).

Pamela Baker pointed out that we need to plan for the support of the faculty in using these new technologies. We have some early adopters but many are not in the first wave of adopters. Some members of the community are not as yet using existing technologies. Anton Harfmann asked CET&L to come to DAAP to train the faculty on using clicker and to increase the utilization of clicker technology. Nelson Vincent reminded the members that the TEAL is not inexpensive and that we would be looking at developing a portfolio of selected innovation model classrooms and exploring potential funding mechanisms.

**CET&L Initiatives**

Blackboard needs to be upgraded to v9.1 software release 13. The university is already heavily invested in the product and the upgrade is needed to protect our investment. The new version
will fix many bugs and it will provide better support for mobile applications. We have a college moving to mobile. The Blackboard transformation team has a 30-60-90 day plan to implement the upgrade over the next two semesters. We have had recent discussions with the vendor because the business relationship has not been as strong as in the past. The president, VP, CFO and CEO all came and has renewed its commitment to the business relationship. Blackboard is sponsoring a road show and workshops in TUC on 10/28, titled Never Stop Learning to launch the education and training for the updated version of Bb. More than one hundred people have already registered for the “Never Stop Learning” sessions with a further 200-300 participants expected. Nelson Vincent will be providing an update to Faculty Senate and to the Faculty Senate IT Committee.

College of Nursing will pilot the new version of Bb. In the Spring Semester the CON has committed to rewriting their entire course content in the new Bb environment. Twenty-five additional faculty members from other colleges have also volunteered to participate in the pilot. Bob Ambach asked if we plan to have training for students and that we need to remember graduate students. Student workshops and training classes will be available with Student Government, undergraduate and graduate student representation.

Pamela Baker reported that CET&L will be offering programs in the spring. There are online resources on Lynda.com but many faculty members prefer face to face assistance. There will be summer workshops. We will develop some UC specific Lynda.com modules. Pamela wants her team to provide input on those. This is also an opportunity to bring pedagogy and technology together.

Xuemo said there needs to be better alignment between Library Systems, E-learning and faculty councils. He would like Erma to determine if there are opportunities to integrate the library system. Nelson agreed and offered as an example the type of collaboration needed for the MOOCS pilot being developed by BJ Zirger (LCOB) and Eugene Rutz (COE). They were going to use “Canvas” to host the first MOOCS. However, the group will now be using the Blackboard MOOC LMS.

**Data Security and Compliance**

A new emphasis needs to be placed on building a roadmap for data security and compliance at UC. Efforts are underway to improve faculty and staff awareness of security and compliance. We are building a plan that accounts for onboarding as well as ongoing training. Erin Asher is much attuned to this because she comes from a medical/hospital background. HR needs to be a part of the process so that data security and compliance become a part of the on-boarding process as well as an ongoing training for faculty and staff. We need to establish benchmarks and technical best practices that includes student training, research faculty and we need to develop the infrastructure to support it. Disaster recovery is one of the building blocks. We will need to establish priorities and work from there. The Research and Development committee is going to be asked to drive these conversations. All the groups will own the plan.

John Hutton said UC should be aware of the outside components that impact security compliance, including federal laws. He agreed HR needs to be more involved with training.
Non-compliance has a significant negative impact on the ability of The College of Medicine to share research data with University Hospital, jeopardizes funding and research projects with the NSF, NIH, Department of Defense and other federal agencies, and it exposes the University to significant legal risks. Other universities have been fined in the millions of dollars. A lot of grants require security certifications. We can’t prove people are trained, policies are in place, and data is encrypted. So, we can’t do analytics sharing data across universities and hospitals.

Mark F. said UCIT is working on a pilot with the College of Nursing to develop a Bring Your Own Device (BYOD) data security enforcement policy to be rolled out across all campuses.

Xuemao suggested that we use Federal Policies for developing our own and that at a minimum we should require access codes for all devices as a first level security measure. Thumb drives should be banned and strict downloading policies need to be implemented. Nelson advised not taking personal equipment on trips.

Nelson Vincent said part of the problem is education. How many know how to encrypt their laptop. Erma Fritche said we need to develop a policy, offer training, and communicate in a better way to implement encryption for traveling faculty using their laptops.

Xuemo Wang explained that most universities do not allow controlled data to be downloaded to a laptop. Individuals must access it through VPN. This may not be popular but we need to tell them that it has to be done. Erma Fritsche explained that the McAfee encryption was a great step and made things much easier.

**Lecture Capture/Streaming/Virtualization**

The current classroom lecture capture and streaming system is being phased out and needs to be replaced with a better solution. Pharmacy captures all of their classes and LCOB and DAAP are also heavy users of this technology. The replacement system needs to overcome the current issues with FERPA and HIPPA compliance during classroom capture. Virtualization is important for eLearning. We have a group looking at this need.

**GIT Hub**

UCIT is piloting GIT Hub Enterprise, which is a code sharing collaboration and data versioning tool. It is being rolled out into multiple colleges. A 27 year old UC alum is the founder and it is about to go public. IT and Engineering are using it in research.

**Leadership Academy**

Nelson Vincent reported that UCIT launched a year-long Leadership Academy. There are 20 participants. Leslie Schick, from the library, Dom Ferrari from AFIT, and Christine Street from Business Core Systems are part of the participants. Megan Clarke, a consultant, is facilitating the academy this year. Everyone has a mentor. Nelson Vincent indicated that subsequent Leadership Academy cohorts will include all areas of UCIT and other related units.
New Business

Nelson Vincent asked for any other items of business. Donna Hamilton would like a more formal support agreement established for CQ5 the content management system. She will be retiring in a week. Jeremy will be the overall point person once Donna retires. The CMS needs a more formal process for upgrades and a plan for improving performance. She is concerned when she is gone in a week that no one will be pushing this. The IT council will add this as a recurring agenda item and Donna Hamilton a will work with Mark Faulkner to develop a sustainable support model. Donna reported that they were creating template web sites that are more responsive to all devices.

Nelson Vincent reported we have launched a pilot of the JIVE a social media collaboration tool. A UC alumni member donated 200 Jive licenses to the UC Foundation for the use of the bicentennial campaign.

Nelson reported that the Trustees were provided with an update on the SIS replacement project and asked good questions several around security. We are in the middle of the RFP review process. This is the largest ERP project undertaken to date by UC. It will take 18 – 24 months to implement and there will be many points of input by the university community. Our current system is aging fast.

Pat Krekeler had two housekeeping items. One was a question to the members if they would like binders created for them to keep the IT council information in. There was a positive response on this so these will be provided at the next meeting. Anton Harfmann is teaching this semester at this time. Does the group want to change the start time or the meeting time? The feedback was it would be too difficult to change the time.

**DECISIONS**

Members unanimously accepted the minutes for the August 28th meeting.

**ACTION ITEMS**

- Mark Faulkner and Donna Hamilton – work on a more formal support agreement for CQ5.

**ADJOURNMENT**

9:20 AM September 25, 2013