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MEETING MINUTES

RESEARCH AND DEVELOPMENT COMMITTEE

DATE: **DECEMBER 10, 2013**
TIME: **1:00 PM TO 2:30 PM**
LOCATION: **UNIVERSITY HALL, ROOM 244**
CHAIR: **MARK FAULKNER, CO-CHAIR: PAMELA BAKER**

AGENDA

Research and Development Committee

Welcome and Meeting Objectives – Mark Faulkner

Review and approve minutes of prior meeting – Mark Faulkner

New Business

- Data Center Shutdown (attached)
- FACTA – Red Flag Program (see attachment)
- ePortfolios – Pamela Baker

Action Items

- **Review Old Action Items**
 - Mark Faulkner - Take the university submission process to the next IT Council meeting for discussion and clarification.

CALL TO ORDER

Mark welcomed the members to the meeting.

Present: Mark Faulkner, Dama Ewbank, Matt Hartman, Bo Vykhovanyuk, Brett Harnett, Brian Verkamp

Apologies: Charles Jake, Pamela Baker, Kaleb Posey, Kumar Vemaganti, Aparna Sundar

APPROVAL OF MINUTES

Mark asked if everyone reviewed the minutes and were there any changes. Steve Marine motioned to accept the minutes and Dama Ewbank seconded the motion. The committee voted unanimously to accept them.

BUSINESS

Data Center Shutdown

Mark reviewed the data center shutdown schedule (starts evening of 12/28 and last through 12/29) and asked all members to share the information in their units. OIS will provide physical security during the outage in case they need to leave doors open in the absence of AC. Steve suggested that notice of the shutdown be published in e-Currents. (Note post-meeting: UCIT's Public Information Office confirms the message was published in e-Currents.)

FACTA – Red Flag Program

Mark reviewed the establishment of a Financial Red Flag Program. He distributed a copy of the BOT recommendation and the Red Flag Procedures drafted by the Bursar's Office. Committee

discussions ensued with the result requesting Bo/OIS research other university red flag programs and bring back 2-3 example programs for the committee to review at its January meeting.

ePortfolios

This item was tabled until the January meeting or when Pamela Baker will be able to attend.

New Business

The group discussed developing a prioritized list of issues for the committee to address in the next six months. Some potential future topics:

- Identifying high performance computing (HPC) needs for research and what services make sense to deliver centrally.
- Develop a Research Data Compliance Policy and decision-matrix to guide researchers on requirements for securing data. Brett referenced the College of Medicine (COM) policies for keeping research data in the secure data center.
- Brian identified a need for more resources towards CQ development. This led to a broader discussion of the number of web content management systems being used on the campus and how might the university achieve a unified web presence. Mark will schedule a meeting with Jeremy Martin, Director of Digital Communications, and Brian to discuss.

ACTION ITEMS

Review Old Action Items.

- Mark Faulkner - Take the university submission process to the next IT Council meeting for discussion and clarification. Mark asked Jane add this to the IT Council agenda for the Jan. 22 meeting.

New Action Items

- Mark Faulkner – Schedule a meeting with Jeremy Martin and Brian Verkamp to discuss the university web presence and CQ development process.

ADJOURNMENT

The meeting adjourned at 2:37 PM.