



Project Management Office
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MEETING MINUTES

RESEARCH AND DEVELOPMENT COMMITTEE

DATE: **JULY 8, 2014**
TIME: **1:00 PM TO 2:30 PM**
LOCATION: **UNIVERSITY HALL, ROOM 244**
CHAIR: **MARK FAULKNER**

CALL TO ORDER

Mark welcomed David Linger, UCRI, to the committee and all present introduced themselves.

David provided a brief overview to the committee regarding UCRI. UCRI is a separate entity and reports to a nine-member board: four members from UC are: President Ono (Chairman of the Board), Dean Johnson, and two UC Board of Trustee members. There are five members from Industry, including P&G, GE, and 5/3 Bank.

Present: Mark Faulkner, Steve Marine, John Hutton, Anton Harfmann, Dama Eubank, Charles Jake, Bo Vykhovanyuk, David Linger, Tara Smith

Apologies: Matt Hartman, Kaleb Posey, Kumar Vemaganti, Aparna Sundar, Misty Richmond, Kanistha Chatterjee, Jiraganya (JJ) Bhongsatiem,

MEETING MINUTES

Motion to approve minutes was tabled until they are emailed to the committee for review and voting will take place at the next meeting.

BUSINESS

Office of Information Security Charter

Bo polled the committee to determine if they were in agreement with the Office of Information Security (OIS) Charter he submitted for review and comment a few weeks ago. The committee endorsed the draft OIS charter as submitted. Bo will prepare a more formal draft for distribution and discussion at the September IT Council meeting.

Information Security Policy Development & Compliance Program

Bo presented the draft (see attached document) indicating that OIS received input from various sources. The plan is to vet these documents first through the R&D committee, then up to IT Council, and along the integrated decision making process.

The policy is intended to be an overarching framework for all UC data and security policies. The document provides high level details regarding the standard process, procedures and guidelines for policy creation through adoption. The policy is constructed using broad language to avoid having to change. Details are included in companion documents, which can be updated to reflect the evolution of IT security and UC's adoption of them. The committee will review and provide feedback for discussion at its September meeting.

IT Architecture Principles

Anton Harfmann attended the meeting to present the IT Architecture Principles. The document (attached) was developed and reviewed through Core Services and Shared Infrastructure Committee (CSSI) and has been reviewed preliminarily by IT Council with a request that all subcommittees review and comment.

Anton emphasized that these are guidelines, not laws, to maximize shared resources and services when and where it makes sense. He requested the committee review the document and send feedback on the principles. Mark indicated that he supports the guiding principles as he works directly with the Chief Enterprise Architect within UCIT.

TeamDynamix Governance Input Process Overview

Jane Haniefy provided a brief demonstration for the committee of the draft process that will allow the University Community to provide high-level project ideas to the IT Governance Committees using the portfolio management tool, TeamDynamix (TD). The goal is for UC students, faculty, and staff to be able to submit ideas and needs through TeamDynamix and have it flow through the Governance integrated decision making process. Mark will continue to work with UCIT – Project Management Office to further develop and refine the process.

Mark requested Jane add accounts in TD for all R&D committee members to enable them to review the system, the input process, and provide feedback to the PMO.

Membership

Pamela Baker resigned as co-chair following her move from CET&L to College of Medicine. Mark put out the call for volunteers to co-chair this committee and to suggest other members to join to achieve better representation across the community. Specifically, he is looking for more researchers, but it is open to ideas for all membership. To encourage regular attendance, Mark is also open to adjusting meeting times to better accommodate schedules.

ACTION ITEMS

Action Items

Old Action Items

- Bo Vykhovanyuk – Create a high level draft for ERM. (August/September)
- Mark Faulkner – Take the Red Flag Policy to the IT Council for review and next steps
- Research Hub presentation (October/November)
- Jane Haniefy – Add TD accounts for R&D Committee members

ADJOURNMENT

Meeting adjourned at 2:28 PM.