IT Council Committee
Meeting Minutes

Date: Wednesday, September 27, 2017
Time: 8:00 AM - 9:30 PM
Location: University Hall, Room 420B (Collaboration Space)

Present: Paul Foster, Sally Moomaw, Ken Hirsh, Nelson Vincent, Dana Drage, Beth McGrew, Eileen Strempel, Bruce Burton, Vernon Jackson, Dom Ferreri, Nicola Ziady, ArunKumar Muthusamy, Brian Verkamp, Lorre Ratley, Victoria Wangia-Anderson, Bo Vykhovanyuk

Apologies: Brett Harnett, Annette Ready, Bob Ambach, Jane Strasser, Xuemao Wang, Joni Torsella

1. Review and Approve Minutes (attached - Nelson Vincent)
   a. One correction to the August meeting minutes: Susana Luzuriaga is Nelson’s co-chair on the Data Governance Committee. With that correction noted, Sally Moomaw moved to approve the minutes; Ken Hirsh seconded the motion. The minutes were approved with the change noted above.

2. Emergency Data Center Shutdown Post-mortem and Maintenance Shutdown in December (Nelson Vincent & Bruce Burton)
   a. Follow up work from the outage on August 21, 2017 continues including: Replicating critical systems to the SOCC (UC’s off-site business continuity center) such as LDAP, Shibboleth, Duo Access Gateway, AEM cluster (web services), and correcting identity issues with SSL VPN. More frequent testing of critical systems is being scheduled.
   b. The data center will be shut down for maintenance on December 28, 2017 for approximately 12 hours. Some critical systems will be cutover to the SOCC for the maintenance shutdown and will still be available, such as Catalyst. UCIT is requesting additional funding for hardware in order to replicate Blackboard at the SOCC. Blackboard services will not be available during the maintenance shutdown on December 28.
   c. On November 11, 2017, UCIT will migrate database services in preparation for the December 28 maintenance shutdown. The migration will begin at 6:00 AM.
d. UC IT is working on developing an emergency communications system that isn’t dependent on the local data center or the UC network.

e. Nelson thanked everyone who helped the day of the emergency shutdown and for the ongoing advice and support, especially from UC Health and Public Safety.

f. A draft emergency communication plan is being reviewed in the Office of the President.

3. **Approve IT@UC Governance Bylaws (attached - ITCAC)**
   a. The committee asked for clarification on the process when a new initiative is submitted. An additional step is needed to include an executive sponsor to perform a proof-of-concept before the ITCAC assigns a new initiative or change to a topical committee. The ITCAC will review the process flow in their next meeting and add the extra step. They will present the updated bylaws for approval in the October IT Council meeting.

   b. How does the IT@UC process flow with the emergence of the Data Governance committee? The ITCAC will invite the Data Governance Committee co-chairs to a future meeting to discuss it.

4. **Policy Updates (Bo Vykhovanyuk)**
   a. Instead of performing constant reviews, the Office of Information Security will review all existing policies at one time annually. The first annual review was in September, 2017.

   b. Eight (8) policies (attached) were reviewed, updated, and approved by the Information Security and Compliance Governance committee. Bo will ask IT Council to approve the policies in the October 25, 2017 meeting.

   c. There are four (4) additional policies being reviewed in the Integrated Decision Making (IDM) committees.

5. **Blackboard (Bb) Upgrade on Friday Dec 15 (Paul Foster)**
   a. UC will be upgrading to Blackboard version Q2-2017, cumulative update 3. This version release will include Blackboard’s new accessibility tool, Ally. There will be a small Ally pilot in spring 2018 to include 20 – 25 faculty. If the pilot is successful, a full implementation will take place in fall semester 2018.

   b. Implementation of Ally will impact in how faculty upload materials, such as uploading scanned documents that are not screen readable. The Bb team will work with the Accessibility Network to address the communication and training needs of faculty to ensure online materials in Bb are accessible.

   c. Version Q2-2017 release will provide students with assignment receipts and have a slight change in the user interface but not a major rework.

   d. This release will undergo a rigorous accessibility test and will include a VPAT.

   e. On Nov 11, 2017, Bb will be down for hardware migration and down for the December 15, 2017 upgrade. Paul is working with UCIT-PIO to develop a communication plan to cover both outages.

   f. There will be a short video in Bb highlighting the new features with the Q2-2017 release.

   g. Bb’s roadmap is to move to Ultra, which is their cloud product. The Q2-2017 is an incremental step toward that goal and keeps UC current with Bb’s supported version.

   h. Bbpreview.uc.edu has a demo version of the Q2-2017 upgrade that is available now for faculty and students to preview.
6. **Combining IT Council Meetings for Nov and Dec (Annette Ready)**
   a. Brian Verkamp moved to combine the November and December meetings to the first week of December for a total of 11 IT Council meetings every year. Ken Hirsh seconded the motion. The motion passed. The combined meeting this year will be held on December 6, 2017 at the usual time and location.

7. **Adjournment**
   a. The committee adjourned at 9:30 AM.