IT Council Committee
Meeting Minutes

Date: Wednesday, April 27, 2016
Time: 8:00 AM - 9:30 PM
Location: University Hall, Room 420B (Collaboration Space)

Present: Dom Ferreri, Nelson Vincent, Bo Vykhovanyuk, Jeremy Martin, Lorre Ratley, Jane Strasser, Robert Rokey, Brett Harnett, Brian Verkamp, Tracy Herrmann, Diana Noelcke, Anton Harfmann, Chris Edwards, Vernon Jackson,

Guests: Gigi Escoe, Birsen Kaya (sitting in for Xuemao Wang)

Apologies: Jane Combs, Beth McGrew, Eileen Strempel, Xuemao Wang, Andrew Naab, Chan Venkatesh

1. Review and Approve Minutes (Nelson Vincent)
   • Anton Harfmann motioned to approve the February meeting minutes; Diana Noelcke seconded the motion. The vote was unanimous to accept the minutes as written.

2. IT@UC Governance Process Update (Co-chairs)
   • IT Council Meeting Frequency
     i. The co-chairs formed an IT Council Advisory Committee
     ii. The IT Council Advisory Committee will meet monthly, and recommends that IT Council meet bi-monthly.
     iii. Faculty Senate IT members should serve on all topical committees
     iv. Need to discuss Faculty Senate representation with the new Faculty Senate chair, Sally Moomaw, who will take office in fall semester.
     v. Will develop a digital workflow for hot topics between meetings, for votes, etc.

3. Calendar of IT Council Meetings for 2016 (attached)
   • IT Governance Chart (attached)
   • Tracy Herrmann supports the bi-monthly meeting but only if the topical committees continue to have Faculty Senate representation.
   • IT Council Advisory Committee recommends that UCIT co-chair serve in perpetuity, faculty co-chair will rotate. The Advisory Committee is recommending that only the faculty or non-UCIT representative have a vote at IT Council.
Anton put for the motion to approve the formation of the new IT Council Advisory committee, which will meet monthly, and to change the IT Council committee meetings to bi-monthly. Jeremy Martin seconded the motion. The motion was unanimously approved by the Council.

4. Information Security Policies (attached) (Bo Vykhovanyuk)
   - Acceptable Use Policy
   - Vulnerable Electronic Systems Policy
   - Vulnerable Escalation Procedure
     i. The policy owners must be owned by the CIO according to the Board of Trustees. Bo will make this change.
     ii. Nelson asked for a motion for all three policies to be endorsed and moved on to integrated decision making. Robert Rokey motioned, Jane Strasser seconded the motion. The committee voted unanimously to be endorsed and move on to integrated decision-making bodies.
     iii. Nelson asked the IT Managers committee co-chairs to take these polices and procedure back to their committee again.
     iv. Brett Harnett noted that a Firewall policy has a date of 2005. OIS and the UCIT NOC will be reviewing it for possible updates before fall semester 2016.

5. eTextbook Presentation (Gigi Escoe & Chris Edwards)
   - Gigi Escoe, Vice Provost and Assistant Professor, leads the eTextbook effort on campus and is recognized statewide.
   - eLearning in collaboration with Gigi formed a taskforce to research eTextbooks.
   - Vital Source and Unizen’s Engage emerged as the top products. Engage’s technology is not as mature.
     I. Can do note sharing between faculty and students within eTextbooks.
     II. Offers highlighting text
     III. Auto flashcard creation
     IV. Able to search across multiple eTextbooks
     V. eTextbooks are OS/platform agnostic (can be used on Apple or Windows OS).
     VI. Offline analytics are available via Vital Source.
     VII. Licensing models are perpetual, 12 and 6-month leases. The shorter the lease the cheaper the text.
     VIII. Vital Source will archive any notes that students take, and students will have the ability to export them along with context.
     IX. Savings are approximately 40 – 60% over regular textbooks.
     X. Change would be to replace BryteWave in Bookstore Vital Source and develop training and documentation for faculty and students to be able to leverage the eTextbook format.
     XI. Need to choose an eReader that embraces pedagogy.
     XII. There is a list of publishers that works with Vital Source.
     XIII. eTextbook also promotes self-authoring of iBooks. Self-authored content can be incorporated into the purchased eTextbooks.
     XIV. Vital Source platform addresses accessibility issues.
     XV. Physical books will still be available for faculty and students who do not want to use eTextbooks.
     XVI. eTextbooks will offer savings for students and can be exchanged if mistakenly purchased through Follett Bookstore.
XVII. Tracy Herrmann will ask Sally Moomaw, the new Faculty Senate chair, to add eTextbook as an agenda item to a Faculty Senate agenda meeting in the fall.

XVIII. Faculty interested in eTextbook pedagogy will be asked to join a new pilot.

XIX. The taskforce hopes to make a recommendation for a platform to IT Council in the June meeting.

6. Adjournment
   • The committee adjourned at 9:35 AM.

Note: Next meeting is June 22, 2016.