Meeting Minutes

Present: Annette Marksberry, Chris Edwards, Brian Verkamp, Joni Torsella, Vernon Jackson, Sally Moomaw, Daniel Ashwood, Eileen Strempel, Diana Noelcke, Nelson Vincent, Lorre Ratley, Brett Harnett, Mitchell Phelps, Bo Vykhovanyuk

Guests: Heidi Pettyjohn, Greg Lloyd, Paul Foster, Andrea Rahtz, Todd Foley

Apologies: Bob Ambach, Jeremy Martin, Victoria Wangia-Anderson, Anton Harfmann, Beth McGrew,

1. Welcome New Members & Guests (Nelson Vincent)

2. Updated IT Council Chart & Meetings Schedule (attached – Nelson Vincent)

3. Review and Approve Minutes (attached - Nelson Vincent)
   - Brian Verkamp moved to accept the minutes; Eileen Strempel seconded. The committee unanimously voted to accept the minutes.

4. LMS Roadmap Update (Todd Foley)
   - See attachment
   - Todd asked for ongoing feedback from IT Council to help determine which tool is the right product to be the LMS for UC.
   - A decision to stay with Bb or switch platforms is approximately a year away.
   - A major change will occur regardless of platform chosen because Bb is upgrading as well.

5. Accessibility Project Update (Heidi Pettyjohn)
   - Heidi Pettyjohn is EIT Coordinator.
   - Chris Edwards is working project sponsor.
   - Andrea Rahtz is new communications coordinator for the project.

IT Council Meeting
Wednesday, Sept. 28, 2016, 8-9:30 a.m.
University Hall, Room 420B
(Collaboration Space)

IT@UC Governance
The IT@UC Governance Structure consists of the IT Council and five topical committees:

- Core Services & Shared Infrastructure
- eLearning
- Information Security & Compliance
- IT Managers and
- Research & Development.

These committees report to the IT Council, which feeds into the university’s Integrated Decision Making process and to the Senior Vice Presidents.

Student, faculty, and staff representatives attend monthly meetings and serve as part of university-wide IT Governance.
• Goal is to provide a fully accessible environment with one experience for all.
• Steering Committee, Executive Steering committee, and student advisory group will act as advisors to project.
• Six project teams;
  1. Purchasing – to ensure all products meet Accessibility standards
  2. Audit – third-party vendor to audit website to determine current state
  3. Adobe CQ - upgrade to Adobe Experience Manager (AEM) and migrate content
  4. Awareness & Development
  5. Migration – moving external sites to AEM
  6. Captioning – To provide 95% accuracy captioning
• Communications team will support all project teams
• First site to undergo audit will be Disability Services Office

6. Catalyst Update (Nelson Vincent)
• Daily AM and PM discussions taking place to identify problems and implement improvements
• Claire Tankersley, of student government, will be sending a survey to the student body asking for feedback about Catalyst.

7. Enterprise Risk Management (ERM) (Bo Vykhovsky)
• Main departments working with ERM are Internal Audit, BOT, president’s Executive Committee, UC Foundation, Public Safety, and IT
• Information Security is one function of ERM
• Created an IT risk register and risk heat map from table top exercises
• Future table top exercises for IT Council and IT Managers

8. eClassroom Committee Final Report (Diana Noelcke)
• Brian motioned to move the recommendations in the report forward to integrated decision making bodies; Lorre Ratley seconded the motion. The committee voted unanimously to move the recommendations forward.

9. Enterprise Voice Services Task Force (Diana Noelcke)
• See attached handout for purpose of task force, membership, and timeline.

• Not discussed, Anton Harfmann was not in attendance due to teaching schedule conflict.
11. Personal Response System Task Force (Chris Edwards)
   - A task force is forming out of the eLearning committee next month to perform market scan and select an enterprise system.
   - Functionality and cost will be significant considerations.
   - Recommendations will be submitted through the IT@UC governance process.

12. Information Security Policy Updates (Bo Vykhovanyuk)
   - Incident Management & Response Policy (attached)
   - Suggested changes from IT Council:
     o OIS will work with Internal Audit to clarify when a department or unit has financial responsibility for an incident they caused.
     o OIS will work with departments when appropriate to decide when disconnecting from the network is required during an incident.
   - After changes from IT Council are implemented, Bo will share policy with the IT Managers to inform them and seek feedback.
   - Updated policy will be reviewed by IT Council Advisory committee (ITCAC), sent back to IT Council for approval and forwarding to integrated decision-making process.

13. Adjournment
   - Committee adjourned at 9:30 AM.