**IT at UC Governance**

## Research & Development Committee
# Meeting Minutes

**Date:** Tuesday, February 14, 2017
**Time:** 1:00 PM - 2:30 PM
**Location:** University Hall, Room 420B (Collaboration Space)

**Present:** CJ Kim, Michal Kouril, John Wallrodt, Adam Chekour, John Kennedy, Brett Kottmann, Ted Baldwin, Brett Harnett, Annette Marksberry, Jane Combs, Matt Hartman, Chris Collins

**Guests:** Bo Vykhovanyuk, Katrina Biscay, Don Rainwater

**Apologies:** Richard Beck, Bruce Burton, Steven Doehler, Michael Richardson, Kurt Roberts, Larry Schartman, Leslie Schick, Jane Strasser, Phil Taylor, Xia Wang, Adam Chekour, Kristen Burgess, Elaine Miller, Joseph Lalley, Grace Gamstetter

1. **Review and Approve January Meeting Minutes (attached)**
   - The meeting minutes were unanimously approved.

2. **FISMA Policy Task Force (Bo Vykhovanyuk & Brett Harnett)**
   - Federal Information Security Management Act (FISMA) applies to any data for federal agencies
   - More than 900+ controls included in FISMA compliance
   - UC is looking at options, such as AWS or Amazon Cloud Services. Both cloud services are FISMA compliant but still require some oversight of services
   - NIH funded projects require FISMA compliance
   - Need a task force to investigate options and make recommendations. Suggest a task force made up of R&D and IS&CC Committee volunteers. Brett Harnett and Bo Vykhovanyuk will be co-chairs for the task force.
   - Goal is to develop a recommendation within the next few months. Recommendations should include preferred cloud service, cost for service and cost model to pay for it
   - Several institutions have policies and procedures UC can use for starting point guidelines
   - May cost as much as hundreds of thousands of dollars for UC to become fully compliant
   - Don Rainwater and Michal Kouril volunteered to be on the Task force.

3. **Update on Four Extended Awards for UCScienceNet (Brett Kottmann)**
   - <span style="color:red">Bruce Burton will provide his final report on UCScienceNet to the committee via email.</span>
   - Brett K. will invite UCScienceNet research users to future meetings to discuss how they are using the service.

4. **Box and Code Green QA Session (Don Rainwater and Katrina Biscay)**
   - Code Green scans all box files on a timed schedule and moves files with restricted data to the restricted folder. It leaves a breadcrumb for the user to be able to find the file.
   - OIS setup Code Green rules generically which includes, MRNs, SS#, and DOB with a name associated with it.
   - Data owners need to submit guidelines to OIS to help them determine what data should be moved to the restricted folder. Individual files can also be registered, as in the case of export control files.
   - <span style="color:red">Brett will work with OIS to help setup rules specifically for PHI data for the CoM.</span>
   - The committee asked for Code Green KB articles
   - Affiliates can use Box but they need to have a UC affiliate account created to access it. All users must activate their Box account the first time before using it.

5. **Update on Smart Cities Grant Proposal (Jane Combs)**
   - Though there is still UC involvement with Smart Cities, Jane said they decided not to submit a grant proposal at this time.

6. **Future Agenda Items (Brett Harnett and Annette Marksberry)**
   - Brett and Annette asked the committee members to submit agenda items for topics of interest for the meetings

7. **Updated Governance Bylaws (attached - Annette Marksberry and Brett Harnett)**

8. **Other Updates**
   - UCFileSpace is still the only option for researchers to create their own personal web pages. It comes with an Apache blank page that can be used with various applications such as WordPress. It was initially mostly funded with ITIE funds intended for student use but faculty/researchers also started using it. Don Rainwater's unit is still seeking funding for a long-term solution to replace UCFileSpace.
   - The pipeline process to submit new projects for this committee and for new enterprise-wide initiatives is being developed in TeamDynamix
   - The Center for Clinical and Translational CCTST is redesigning its interface to include a storefront to help guide researchers.
   - Brett and Annette will seek clarification on the meaning of the term IT@UC in the March IT Council meeting
   - Committee members asked for a list of Acronyms to be included in the bylaws
   - IBM rep will attend a future meeting
   - Ted will send information to be distributed to the committee for the upcoming UC Data Day conference.

9. **Adjournment**
   - The committee adjourned at 2:25 pm