Information Technology Executive Council

AGENDA

May 5, 2009, 2:00 p.m. – 04:00 p.m.

Video Conference

Fairbanks: Butrovich 204, Sherman Carter Conference Room

Anchorage: ADMINISTRATION 204

Juneau: Chancellor's Conference Room (Hendricks)

FACILITATORS	Joe Trubacz
NOTE TAKER	Sue Sharpton for Steve Mullins
PARTICIPANTS	Carol Griffin, Saichi Oba, Pat Pitney, John Pugh, Buck Sharpton, Steve Smith, and Joe Trubacz. Absent: Mike Driscoll, Bruce Schultz (No Quorum)
EX-OFFICIO PARTICIPANTS	Faculty Alliance (Marsha Sousa) and Staff Alliance (TBD)
GUESTS	Julie Larweth

Agenda topics

1. Public / Visitor Comments (Joe Trubacz)

2. Changes to prior minutes. *See "Attachment #1, ITEC 4-03-09 agenda and meeting minutes.pdf."*
None needed.

3. Review of decisions made at the prior meeting. Follow-up on Tabled Action Items.
(See next page.)

4. Update Touchnet – "shopping cart technology" (aka "e-pay"?) next steps – (Joe Trubacz)

5. Budget update (Joe Trubacz) 5 minutes
The most recent numbers short are $3.6M to ask regents permission to go into reserves.

6. Update Bandwidth upgrades for UAA community campuses (Michael Driscoll and Steve Smith).

7. Update on Strategic Planning Exercise (Joe Trubacz) 5 minutes

8. Update on Review of Automation at Statewide (Steve Smith and Joe Trubacz) 5 minutes

9. What to do with analysis of MacTaggart – Rogers Report (Group)

10. FY11 Systemwide Capital Budget Request (Julie Larweth) – 25 minutes. *See "Attachment #2, ITC_FY10 Capital Ranking Form w. Automation Project Additions.pdf."*

11. Red Flag ID Theft Program http://www.ftc.gov/redflagsrule **(Joe Trubacz) 15 minutes.** *See "Attachment #3, UA Identity Theft Prevention Program."* (This version will be discussed during the BC meeting next Wednesday.)

12. Evaluate Course Management Systems from a strategic perspective (Steve Smith) 5 minutes

➔Reminder: Next Budget Face to Face –May 8

Unaddressed action items

1. Provide documentation for u-pay technology to ITEC (Action Item for Joe Trubacz).

Highlight of decisions made in last meeting

1. Have a public comments section.
2. In an ex-officio capacity, have the Staff, and Faculty Alliance groups participate in the ITEC meetings.
3. ITEC approved moving forward on purchasing the Databrowser replacement product. MAUs will cost share ongoing software maintenance expenses.

Future agenda items:

1. June 2 ITEC meeting: review Rory O'Neill's report on, "ITEC Charge to Improve User Access to Technology-Based Resources and Information."
2. Prior to the end of FY09 CMT / PMT should have either addressed or have an action plan in place to address new FERPA regulations with regard to UAOnline and ELMO. CMT should also assess the landscape for other potential systems that need to be revised. CMT should report back to ITEC at a future date.

Tabled action items:

1. Communication Plan (Letter to the Community) for rolling out governance to UA when time permits.
2. What are the hardware maintenance costs for the Banner Enrollment Management System project. Saichi will bring an estimate of cost to the June meeting.

Next ITEC meeting: June 2, 9:00 am – 11:00 am

The fact that there was not a quorum was discussed and members decided to meet and hold any decisions for a future meeting with a quorum.

2 MINUTES	**1.0 PUBLIC/VISITOR COMMENTS**	GROUP DISCUSSION

DISCUSSION	Introduce Marsha Sousa, Faculty Alliance

2 MINUTES	**2.0 Tabled Action Items**	GROUP DISCUSSION

DISCUSSION	Saichi Oba will provide a Banner Enrollment Management Systems cost projection for the June ITEC.

15 MINUTES	**3.0 Update Touchnet – "shopping cart technology"**	TRUBACZ

DISCUSSION	Consensus from the demo: this is a good tool that will most likely meet the needs of the MAUs. Cost is $12,575 for training to be paid by ACAS. Annual cost: $24,420 for five years will be divided between the MAUs using the technology. Raye Ann, Tom, Stewart and Soren will discuss the next steps for shopping cart technology. Question from S. Smith: What's the local cost for maintenance, programming, and IT support staff. Response: Since it is outsourced, the impact should be nominal. Timeframe could be ready by fall semester. What about the next steps for moving the previous Touchnet pilot to production. New departments that were not part of the original pilot are interested in discontinuing the practice of entering credit cards by hand. How do they get involved in the new process? Fairbanks identified all departments using paper method and they will need training.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
-Get next steps for Touchnet pilot to expand to all UA departments. -Get a timeframe (schedule) for shopping cart technology.	Trubacz	June or July meeting

1 MINUTE	**4.0 Budget Update**	TRUBACZ

DISCUSSION	The most recent SW shortfall is $3.6M and SW plans to ask regents permission to dip into reserves.

5 MINUTES	**5.0 Update Bandwidth upgrades for UAA community campuses**	DRISCOLL, SMITH

CONCLUSIONS	A network topology was chosen to meet the needs of UAA's voice-over-IP work while still allowing OIT access to the South Central WAN. Implement of a permanent solution has been assigned to the CMT as a high priority item. A summary update from CMT to ITEC is appropriate for June or July. Long-range WAN planning remains a key OIT priority and is supported by UAA.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Summary update	CMT	June or July

5 MINUTES	**6.0 UPDATE ON STRATEGIC PLANNING EXERCISE**	DURKEE

DISCUSSION	Ron Wilson suggested ITEC do a day long strategic planning exercise.
CONCLUSIONS	Hold activity for now. Joe will check Ron Wilson's references.

5 MINUTES	**7.0 UPDATE ON REVIEW OF AUTOMATION AT STATEWIDE**	SMITH

DISCUSSION	New consultant, Charlie Dexter, is now organizing this activity. Charlie will become actively engaged with weekly status meetings. Once graduation is completed, he will move quickly through this activity.

	The project is restarting from ground zero.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Report results at June meeting	Trubacz or Steve Smith	June 2

15 MINUTES **8.0 What to do with MacTaggart / Rogers** SMITH

DISCUSSION	Handout provided during meeting: "MacTaggart/Rogers Report update, SW Operational Review, May 4, 2009." There was a general discussion of the May 4 report and outsourcing options.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make presentation at July meeting regarding feasibility study on Banner outsource.	Durkee	July

30 MINUTES **9.0 FY11 Systemwide Capital Budget Request** LARWETH

DISCUSSION	ITC conducted the ranking process reflected in the handout. FY10, ITEC will do the ranking. Consideration is for capital items that cross MAUs. Comment: The size of the list seems inappropriate during current funding picture. What is the role of ITEC in this capacity—to be informed of what's out there and what the MAUs are doing. Used the Juneau computing facility as an example of campus impact but also affects the system. Comment: ITEC should be paying attention to the critical system needs.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Campus representatives doing IT planning, please enter your capital database IT-related items (anything automation IT, hardware, software with systemwide impact) into the budget system database.	All	May 30, 2009
Julie will bring a revised FY11 draft for discussion.	Larweth	June 2, 2009

10 MINUTES **10.0 RED FLAG ID THEFT PROGRAM** TRUBACZ

DISCUSSION	New government policy requiring an Identity Theft Program at all entities that provide services for payment, including universities. Joe looked at several universities and copied their programs. Need to select a new person to run this program and watch for red flags that may involve identity theft. New deadline set by government is Aug 1. Look at page 8 of the program administration section of handout which describes the role of proposed new committee and needed training. The right personnel for this new committee already sit at the PMT and Pat proposed to add this program as a new duty for the PMT. PMT will track identity theft issues/vulnerabilities as a regular action item. PMT shall be aware, handle enforcement and represent the system overall. Also Pat suggested doing the training through the SkillSoft tool. A

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send the SkillSoft links to ITEC for review of potential solution for training	Pitney	ASAP
Directive from ITEC to PMT assigning new Red Flag task	Trubacz	June or July
As part of the PMT role, also coordinate Kerry Digou, the Chief Security Officer, regarding IT-related vulnerabilities.	PMO	

15 MINUTES	**11.0 Evaluate Course Management Systems from a strategic perspective**	SMITH

DISCUSSION	The costs for course management system (Blackboard) will be shifted to the MAUs next year. The license renewal for Blackboard is in May and this current payment is covered with FY09 funds. So FY10 funds need to be budgeted for next May 2010 payment. Does the university want to evaluate the existing course management system and how it is delivered, for example, a single entity is delivered at each campus? Is this the right time for a more formal evaluation with the upcoming cost structure change? Saichi pointed out that extensive analysis exists on this topic supporting a single system as a benefit from the student perspective. John: Given the expense and usage, the time is right to look at alternatives and what is the best value for the university.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next step would be to get functional requirements from the university community. Request the CMT to review requirements and recommend options for ITEC.	CMT	June or July
Share the survey by email	Oba / Sue Sharpton	Emailed 5/6/09, 5:45 am

10 MINUTES	**12.0 NEW BUSINESS ITEM: ITEC DECLARE ELECTRONIC TIMESHEETS A PRIORITY**	PITNEY

DISCUSSION	An upcoming NSF business audit will take place in the fall and will include Grant Effort reporting. UAF is requesting ITEC to prioritize as a high priority the automated timesheets project that has been stalled for five years. This is an urgent project and Pat requests ITEC to request a time-specific implementation and show progress through regular status reports. UAF is vulnerable because faculty are over-reporting their time and effort. Also UAF spends 400 hours a month getting signatures on timesheets, alphabetizing, and storing papers.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Further consider endorsing this as a high priority systemwide project.	ALL	June 2

	Next Meeting Date – June 2 9:00 am – 11:00 am	MULLINS

DISCUSSION	Final comment: Concern about Business Council and ITEC meetings that fall in the same week.
PMO: Starting in July, the meetings shall be moving to a week other than the Business Council week.	
CONCLUSIONS	