



INFORMATION TECHNOLOGY COUNCIL
STEVE SMITH, CHIEF INFORMATION TECHNOLOGY OFFICER

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October 2, 2008 (1-4pm) Notes & Action Items

Audio: 1-800-893-8850; Passcode: 6452400 (Butrovich 204 for Fairbanks participants)

| <u>MAU/Department</u> | <u>Represented By</u> | <u>Guests</u> |
|---------------------------|-----------------------|-------------------------------|
| CITO (chair) | X Steve Smith | Diane Byrne, UAA |
| UAS – IT | X Michael Ciri | Jim Durkee, OIT |
| UAS – Egan Library | X Carol Hedlin | Steve Mullins, OIT |
| UAF – IT | X Karl Kowalski | Julie Larweth, OIT |
| UAF – Rasmuson Library | X James Huesmann | Kerry Digou, OIT |
| UAA – IT | X Rich Whitney | Mike Hostina, General Counsel |
| UAA – Consortium Library | X Steve Rollins | Alesia Murphy (SW Budget) |
| SW – Controller | Myron Dosch | |
| SW – Student & Enrollment | Saichi Oba | |
| UA Faculty Alliance | Marsha Sousa | |
| UA Staff Alliance | X Jason Davis | |

Topic Lead/Guest Speaker Attachment

IT Expenditure Report

J Larweth

Brief review from J Larweth and A Murphy on this updated version of the IT Expenditure Report. Discussed concerns over possible duplicate counting related to recharge expenses (i.e. recharge provider pays for services that are then billed to departments that are not central IT). **ACTION:** ITC members should direct questions about the report to Larweth and Murphy. Larweth/Murphy to follow up with Whitney and Byrne to resolve concerns related to recharge. Further discussion to take place at November ITC meeting.

Procedures for Handling Preservation of Data

M Hostina / K Digou

Kerry Digou provided background information on current procedures for responding to notices from RIAA and MPAA. Currently, there are three types of requests that come from these organizations: DMCA take-down notice, preservation of records notice, and early settlement letters. Hostina reviewed some of the issues/concerns in how the university responds to these notices. It is possible to receive a DMCA request and a preservation of records notice for the same machine. Therefore, Hostina suggested changes to existing procedures be adopted to respond to DMCA notices for staff machines. This change would instruct the preservation of data, rather than destruction of data when a DMCA request is received. Extensive discussion on various scenarios. **ACTION:** Kerry Digou to work with General Counsel and Human Resources to revise existing workflow to document the revised procedures. Review draft of revised workflow at November ITC meeting.

External Security Reviews: Next Steps

K Digou

Digou provided an updated on the status of the UAS/UAA external security review reports. Smith would like **ACTIONS:** Kerry to work with the MAUs to review the reports and look for areas of concern that were noted across the system – follow up at November ITC meeting. Smith also needs to get follow up from each MAU on how they are following up with their remediation progress (for Board of Regent updates – Digou/Smiths to coordinate this from each MAU).

IT Governance (follow up from September)

S Smith / S Mullins

Steve Smith provided background on the status of ITEC. Discussed proposed changes to ITEC membership. Reviewed some of the projects that ITEC is currently looking at. Three projects reviewed by ITEC yesterday: emergency alert notification, electronic research administration, and learning management systems. In-depth discussion on membership roles and constituent representation within the ITEC and ITC. Discussed the need for clearly identified roles and responsibilities. **ACTION:** Mullins to distribute to ITC the work being done by ITEC and Business Council to clarify their roles and responsibilities.

Course Management System

S Smith

Steve Smith provided a brief update on some of the budget situations and processes currently under review at Statewide. This includes a reduction in travel and a review of job vacancies, among other items. This situation prompted a discussion at Statewide about possibly transferring the responsibility for paying for CMS (currently Blackboard) to the MAUs (currently paid by Statewide). Briefly discussed usage of Blackboard at each campus.

Currently, none of the MAUs are exploring other CMS solutions. **ACTION:** Review usage of CMS at each MAU at next ITC meeting.

Federated Directory Business Requirements

R Whitney x

Not discussed. **ACTION:** discuss at either separate meeting or November meeting. Folks should send comments/suggestions to Rich Whitney.

Education Summit (follow up from September)

S Smith

Steve Smith provided a brief update on the Education Summit planned for November 13-14. John Monahan (Alaska Distance Education Consortium Director) is the point person for the university. Jerry Covey (external contractor) will facilitate the event.

UA Username

M Ciri

Ciri brought up technical issues related to using upper case for UA username. Agreement among ITC that UA username standard is lower case.

Future ITC Meetings

| | | |
|-------------------|----------------|-------------------|
| November 6, 2008 | April 2, 2009 | September 3, 2009 |
| December 11, 2008 | May 7, 2009 | October 1, 2009 |
| January 8, 2009 | June 4, 2009 | November 5, 2009 |
| February 5, 2009 | July 9, 2009 | December 10, 2009 |
| March 5, 2009 | August 6, 2009 | |

Board of Regent's Meetings

- October 31, 2008 (Fairbanks)
- December 1-2, 2008 (Fairbanks)
- January 16-17, 2009 (Retreat-Anchorage)
- February 16-17, 2009 (Juneau)
- April 8-9, 2009 (Valdez)
- June 17-18, 2009 (Fairbanks)
- September 17-18, 2009 (Anchorage)
- October 30, 2009 (Fairbanks)
- November 30-December 1, 2009 (Anchorage)

Business Council Meetings

- November 11, 2008 (Video)
- December 9, 2008 (Juneau)

Financial & PBB Reviews

- UAS – October 7, 2008
- UAA – October 10, 2008
- UAF – October 21, 2008
- SW – October 23, 2008

Information Technology Executive Council (ITEC)

November 6, 2008 (*date change*)