



Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	Delegated	ITS	Jim Sibenaller	In Attendance
Academic Affairs	Nancy Tuchman	In Attendance	Student Develop.	Rob Kelly	In Attendance
Advancement	Jon Heintzelman	In Attendance	UMC	Kelly Shannon	In Attendance
Facilities	Kana Wibbenmeyer	In Attendance	Guests:		
Finance	Bill Laird	Delegated	Academic Affairs	Carol Scheidenhelm	In Attendance
Finance	Andrea Sabitsana	In Attendance	Facilities	Lydia Kuhr	In Attendance
Operations/HR	Tom Kelly	In Attendance	ITS	Bruce Montes	In Attendance
ITS/Facilitator	Susan Malisch	In Attendance	ITS	Dan Vonder Heide	In Attendance

Welcome, Meeting Purpose & Agenda

The meeting commenced at 1:30 PM with a review of the agenda and introduction of guests. The minutes from the September 13th meeting were reviewed and approved as written.

Academic Technology Committee Update

Carol Scheidenhelm reported on ATC activities. The group has been meeting monthly on a regular basis. The committee meets online as well as in person to enable multi-campus participation. New member Gezinus Hidding, who replaced Mary Malliaris, was very helpful with the Sakai transition project work. There are several new alternates as well and additional member changes expected from changes within Academic departments in the Spring. The students who served on the ATC have all recently graduated and suitable replacements are being sought out. The ATC is now using Sakai community functionality for project resources versus the Blackboard Community product. They have also now added the Deans to the distribution list of meeting minutes and information to aid in communication. The group has mostly been focused on the Sakai rollout effort but has had additional discussions on ebooks as well. The copyright committee work is also moving forward. One new issue that is becoming more relevant is Faculty access to department resources (consolidated syllabi for example). Another issue is the use of classrooms for hybrid course that don't meet every week. Scheduling the classrooms for these courses is a concern. The ATC will be taking a look at the process for technology review and vetting in the future.

Sakai Migration Plans

Carol Scheidenhelm and Bruce Montes reported on the Sakai migration effort. The general announcement regarding the transition to Sakai from Blackboard was sent to faculty in early November. At the end of November an announcement was also sent regarding making Sakai optional for faculty to start using in the Spring. Nearly 50 requests have been received. The faculty was also informed of the course migration selection/criteria and timing in early December. The migration of course materials will take place in January with access for Faculty in February. 5,000 course shell moves are being planned. The cutoff for migration is May 31st. Bruce reminded the committee members that a Sakai pilot has been running for 18 months, so this effort is really not about technology change, but more about training and full adoption. Training will be made available via various methods including: face to face, online, individual, self-service, drop in clinics and departmental consultation. 41 sessions are currently planned, approx. every other week, with varying times. These are hosted by Longsight. Advanced topic training will be available at a later date. A few on-site, full day, more intense sessions will also be offered. Carol and Bruce will also do some "road shows" at departmental staff meetings. The implementation team meets weekly, subcommittees meet separately as well on a routine basis. Bruce and Carol also meet regularly to provide oversight and validation of the activities and schedule. A full project web site is available. Sakai presentations are also upcoming at the Focus On Teaching and ITS Tech Day.

Disaster Recovery (DR) / Business Continuity (BC)

Dan Vonder Heide provided an update on BCDR activities taking place within ITS. He began with an important reminder of the components of "BCDR" efforts. IT is working on the disaster recovery portion and Academic Affairs is owning the Business Continuity element. The ITESC also discussed the need to update the emergency response plan and that all three are linked together. Best practice states that 80% of unplanned outages are human error or application failure and that the other 20% are true "outages". Of that only 5% are natural disasters. Understanding scenarios and how to



recover from them is critical in creating appropriate DR and BC plans. It is not a one size fits all approach. The program structure for ITS was reviewed for DR. The timeline of activities was reviewed and extends out into 2014 with a goal to try and complete several tasks sooner. The next steps include reviewing the Recovery Time and Recovery Point objectives and to have a further discussion at the next ITESC. The team will also define the dependencies and touch points with the Provost's Office and BC activities. *Task: Continue to execute on the plan and report back to the ITESC at the Jan Mtg.*

Facilities Management/Space Management

Kana Wibbenmeyer & Lydia Kuhr walked the group through a high level statement of need for space, document and asset management technology solutions. The basic problem statement is that responding to requests for items such as building and space info, floor plans, capital and project information, contracts, certificates of insurance and utility consumption is extremely manual and that the information is difficult to locate. Much of this data is either on paper, spreadsheets, various network folders/storage devices or independent systems. The goal is to get a single source of truth for this type of data that can be securely collaborated on and shared. The proposal is to identify the proper suite of technology to meet this goal. The request is to complete a needs analysis to identify the full benefits and needs of such a set of technology solutions. This will likely involve and benefit multiple departments and processes. The committee was in agreement. *Task: A needs analysis and requirements will be developed and presented back to the ITESC with the findings and prioritization of requirements and next steps.*

Technology Scorecards

The current year technology scorecards were reviewed by Susan Malisch. The scorecards are a draft and we are encouraging feedback from ITESC members and their direct reports. The six scorecards represent the major technologies and operations that are relevant to the university. Ratings address the technology and how well we use it or how well it supports the area. We continue to add new characteristics to the scorecards and revise the health definitions. *Task: ITESC members to review and validate the scorecard content and relative health scores with their staff.*

Project Portfolio Prioritization

Susan briefly reviewed the ITS project portfolio numbers. The FY13 Q1-Q2 portfolio grew to 274, with 90 items being forecasted as completed (34%). The current Plan of Record for ITS FY13 Q3-Q4 is the highest ever recorded at 194 projects. This portfolio also represents the largest amount of work associated with projects as well. Large sustained enterprise level programs and large efforts are adding to the complexity of the work effort. These include an increase in construction projects, HSD program phase II, an increase in demand for ECM, data warehouse, windows and email conversions, advancement software migration and conversion from Blackboard to Sakai. All are larger more complex and sustained programs that have contributed to the increase of the portfolio. The portfolio distribution across the five strategic categories and within the priority categories remains consistent and within a normal variance of < 5%. *Task: ITESC members to submit their prioritization results by January 18th.*

Meeting Wrap-Up

The meeting adjourned at 3:35 pm. The next meeting is scheduled for January 24th.