



SEATTLE UNIVERSITY

Information Technology Council

*Minutes of the Meeting
Tuesday, October 3, 2006
Casey Building, Room 516*

Committee Members.

Ron Smith, <i>Chair</i> *	Nancy Gerou*	John Popko*	Bo Vieweg*
<i>Academic Assembly Rep</i>	Heather Geiger*	William Poole	James White
Doug Duncan	Linda Hulten*	Ivette Serna *	
Robert Duniway*	Jacquelyn Miller*	Gregory Silverman*	
Joe Eastham *	Melissa Mullinax	<i>Undergrad Rep</i>	

* Denotes that member was present at meeting

Minutes. Minutes of the meeting of September 26 were approved as revised.

Procedures Workgroup Recommendations. The Committee approved the Procedures Workgroup Recommendations detailing the processes, technologies, forms, and deliverables necessary to the regular and efficient operation of the ITC.

- Following the approval, Gregory Silverman asked that the Procedures Workgroup be reformed as the **Design Workgroup** with the inclusion of Joe Eastham to begin the task of creating necessary forms and technology designs. The Committee approved the request and asked that the Design Workgroup work with Engineering and OIT representatives to devise the necessary licensing guidelines for major technology initiatives and consult with Jan Hartley (Lemieux Library) and Kara Phillips (Law Library) on issues of digital content licensing. Gregory volunteered to bring a draft of the Design Workgroup charter to the next meeting of the ITC for discussion and eventual approval.
- The Committee also approved the formation of the **Security Guidelines Workgroup** charged to draft the necessary safeguards that all major initiatives must incorporate in order to receive ITC approval. Members of this workgroup will include, at minimum, David Joslin (Faculty, Computer Sciences), Madhu Rao (Faculty, Management of IT), Craig Birkliid (Public Safety), Douglas Eriksen (Library), Gregory Silverman (ITC and Law School Faculty), two members of OIT, as well as an additional faculty member who can provide a perspective favoring academic freedom (and can thus serve as a balance to the security-centered perspective of the remaining committee). Gregory volunteered to bring a draft of the Security Guidelines Workgroup charter to the next meeting of the ITC for discussion and eventual approval.

OIT Tactical Plan. Bo Viewig discussed the OIT Tactical Plan for 2006 as distributed at the previous meeting. He explained that for a variety of reasons the official Tactical Plan has been largely abandoned in favor of a more current list of OIT projects. The Committee discussed the current list and made recommendations for educating and informing the ITC in the future. Items for future discussion include the OIT budget (both basic maintenance costs and major initiative funding), staffing opportunities, stalled projects, and eventual approval of IT policies. The Committee also recognized that the current list of OIT projects would need to be expanded or altered to include the technology recommendations of the Design Workgroup.

Workgroup and Sub-Committee Updates. Nancy Gerou announced that both the undergraduate (ASSU) and graduate (GSC) student governance groups were working to identify appropriate members for the ITC. The GSC President, however, has told Nancy that there is some difficulty finding a graduate student who can attend a weekly meeting. Nancy will continue to work with both group Presidents to

select representatives. Once these two individuals have been identified, the Student Technology Committee (STC) Charter can be approved and the remaining STC members solicited from SU schools and colleges.

FY08 Budget Request. Ivette Serna advised the Committee that the FY08 Budget Request Guidelines would be discussed and approved by the Executive Team within the next few weeks. As currently written, the Guidelines do stipulate that major technology initiatives (MTI), as defined in the ITC charter, must have both ITC approval and confirmed FY08 funding in order to be implemented in the new fiscal year. Given that the ITC operational components have not yet been crafted, the Committee asked the Design Workgroup to create an abbreviated form for anyone requesting approval of an MTI for the FY08 Budget. The form should ask for, at minimum, the following information for the MTI: (a) a description of the project, (b) potential users, (c) the total budget, and (d) funding sources (whether confirmed or requested).

Future Agenda Items:

- “Roll out” plan for the new, improved ITC and its procedures, including communication procedures between and among the ITC and the various committees, work groups and operating groups.
- Review and discuss the status report on the Computer Refresh Program
- Approve IT Strategic Plan and OIT Tactical Plan
- Discuss and approve the OIT Five-Year Budget

revisions are highlighted

Minutes submitted by Ivette Serna