In Attendance:

<table>
<thead>
<tr>
<th>Members</th>
<th>Regular Attendees</th>
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<tbody>
<tr>
<td>Stephen Balfour</td>
<td>Cheryl Cato</td>
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<td>X Andy Bland</td>
<td>X Jim Rosser</td>
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<tr>
<td>X Aaron Brender</td>
<td>X Henrik Schmiediche</td>
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<tr>
<td>X Becky Carr</td>
<td>X Ron Szabo</td>
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<td>X Erick Beck</td>
<td>X David Sweeney</td>
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<td>X Bill Chollett</td>
<td>X Rick Young</td>
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<td>X Jim Culver</td>
<td>X Michelle Osterholm</td>
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Also in Attendance: Debra Dandridge, Jeff Skelton

Item 1: Approval of 5-9-2013 Minutes
The minutes were approved as submitted.

Item 2: Announcements
- Retreat – The ITAC retreat is August 8-9 at La Torretta on Lake Conroe. Anne Mayer will facilitate the retreat which will focus on leading change and strategic planning for ITAC.
- Comprehensive Campaign – After the presentation at the last ITAC meeting, what role, if any, should ITAC take? The goal of the campaign is getting Texas A&M out into the community. As IT our job is to facilitate this outreach. This will largely happen at the Division/College level. ITAC can serve in a critical communication role. By coordinating IT support as our customers develop new initiatives, we can avoid duplication of effort.

Item 3: New IT Trends
Cross Team Collaborations
- Digital signage – The Division of Student Affairs (DSA) currently has 37 digital signs and will soon expand to close to 80. Over the last 6 months, the division has been evaluating new vendors for digital signage solutions. At this point, they will need to develop infrastructure to support this initiative. David described the features of the digital signage system including editor abilities, CAP integration (emergency notification), and wayfinding (Create map of area and paths in building, creates navigation). DSA will be able, at little cost, to add signs for other groups to the system. This is an opportunity for us to do something together. Liberal Arts, Central IT, and Division of Administration expressed interest. Deployment is anticipated by the end of summer. Once it’s finalized, DSA will be able to give more details and anticipated costs.
- Github - Github is the primary way the College of Architecture stores code. Github offer an enterprise solution that could be a great opportunity for Texas A&M as a whole. All the features of github are included, but it runs locally. Github enterprise charges a license fee by user. Email adam@tamu.edu if you are interested in collaborating on Github enterprise.
- Shared Network – Adam Mikeal shared an example of cross team collaboration between the College of Architecture, TEEX and TEES. They capitalized on a network connection in San Antonio, to increase connection speed and share costs.
Tidebreak Class Spot – The University Libraries are working to enhance collaborative spaces in their facilities. Tidebreak Class Spot is a tool that creates a small wireless network where students can connect their devices and collaborate on a common screen. The libraries are interested in this tool, but recognize the challenges it poses given current rules and wireless interference. This brings up a common concern. People see IT as a barrier. When customers come to us with something they want to do, we need to work on saying no less, and trying to help them solve their problem within the rules of the system. With resources already being stretched this is a challenge. It is critical that IT at Texas A&M be more agile.

Item 4: Subcommittee Updates

Policy Subcommittee Procedural Changes – The IT SAPs are categorized based on NIST families. ITAC members have signed up for each NIST family. When SAPs in your family come up for review, you will be contacted. Aaron Brender will coordinate feedback, to ensure that Debra Dandridge gets timely responses. Debra is currently working on a project to remove definitions from all the SAPs and create a definition SAP where all the definitions will be recorded. Some terms are used in multiple SAPs with conflicting definitions. After an initial draft is complete, David Sweeney, Andy Bland, Bill Chollett, Aaron Brender and Debra Dandridge will meet to review and address conflicting definitions. It may be appropriate for some terms to have multiple definitions.

Email and Messaging Update – The subcommittee is evaluating Office 365 and Google Apps for Education. After they begin a pilot, they will be better able to determine a final deadline for recommendations. Note: Google Apps (not email) is gearing up for a formal re-launch. This is a tool that was being used on campus, and got shut down until a contract could be finalized.

Items the subcommittee should keep in mind:

- Mobile usability
- Feasibility of keeping college specific email addresses

VM Sans: The subcommittee has developed a survey that will be sent to the committee for review today. After survey results are in, the subcommittee will develop a list of requirements. Recommendations will be complete by the middle of August. The survey will be disseminated to the ITAC listserv, please forward it to the correct people in the area you represent.

Software Licensing – Becky Carr distributed a high-level list of software licensing recommendations. Topics included:

- Centralized purchasing and negotiation
- Development of an automated tool for license management

The Subcommittee will have final recommendations ready by the middle of August. Cheryl Cato recommended including a process workflow for software licensing.

Essential Elements – The subcommittee is finishing up the chapters on Data Management and Software Management, and meeting regularly with the auditors. The chapters on user management and governance now have clear metrics written in. Feedback at this stage is critical. If you have comments, now is the time to have your voice heard. Essential Elements will complete all chapters by August 15. Metrics will not be finished at this time.

Item 5: Open Discussion

David Sweeney called the shared services subcommittees to move smartly and swiftly forward to their recommendations. August 15 is the delivery date.