MINUTES
IT Advisory Committee Meeting
October 22, 2009
8:30-10:00 AM

Present: Dr. Stephen Balfour, Lauri Brender, Dr. Becky Carr, John Chivvis, Steven Conway, Jim Culver, Dr. Fred Fisher, Nolan Flowers, Kirk Hausman, Dave Jennings, Jim Rosser, Dr. Henrik Schmiediche, David Sweeney, Ron Szabo, Tom Lester, Lacey Baze, Willis Marti, Allison Oslund, Jeff McCabe

Item 1: Road Maps
   A. Suggested Road Maps
      • Instructional Technology Services (ITS), Educational Broadcast Services (EBS), Instructional Media Services (IMS), Telecommunications, Enterprise Information Services (EIS), Networking Information Services (NIS), Computing and Information Services (CIS), SELL, Operations (Machine room, Help Desk Central), Open Access Labs (OAL), Supercomputing, Infrastructure, Customer Applications, and Internal Services (Communications, HR, Accounting)
   B. Frequency and Structure
      • Willis Marti volunteered to present the first road map at the December 10 meeting on behalf of NIS. He hopes to set a standard for the structure of the road map presentations that can be relayed to others.
      • Suggested presentation agenda (20 minutes):
         ▪ Listen to road map.
         ▪ Digest information.
         ▪ Provide feedback.
      • The committee will decide the order and frequency of the road map presentations after the Dec. 10 meeting.

Item 3: Committee Representation
   A. Committee Discussion
      • The committee agreed it will be hard for someone who is already on a committee to represent their department and ITAC. A new representative should be appointed to represent ITAC.
      • Dr. Cantrell should formally appoint an ITAC member to the committees.
      • Our initial intent should be to gather information, and then expand our role as appropriate.
   B. Suggested Committees
      • Instructional Technology Council:
         ▪ Members are campus administrators, faculty and staff who are responsible for coordinating instructional technologies in their respective colleges or departments.
         ▪ The council discusses, plans, and facilitates eLearning initiatives for Texas A&M and determines the most effective solutions based on faculty feedback.
         ▪ Stephen Balfour expressed an interest in this committee.
      • Open Access Labs Advisory Committee:
         ▪ Members are mainly faculty and students.
         ▪ The ITAC representative should be someone who teaches. (Possibly Dave Jennings)
      • Instructional Technology Advisory Committee:
         ▪ The committee focuses on competitive grants for classroom equipment.
         ▪ Each member serves for three years
         ▪ Committee is made of 3 representatives from different colleges, one graduate student and one undergraduate student. The colleges rotate membership. Members are mainly individuals with the Dean’s Office.
         ▪ The committee meets two times per year.
• We could ask for one of the three members to be on ITAC.
• Stephen Balfour and Tom Lester expressed an interest in this committee.

 EIS Steering Committee:
• Governing body of Compass
• Need representation from all over campus.
• The committee meets bi-weekly for an hour and a half on Wednesdays at 8 a.m.
• Dr. Cantrell is the committee chair.

 Portal Committee:
• Focused on the Howdy web portal.
• Meet one time per month.
• Need more representation from other departments. Steve Conway thinks an ITAC

**Item 3: Shared Services Report**
• A hard copy of the Shared Services Report was given to each ITAC member and sent electronically.
• The committee should review the report and be prepared to discuss at the Nov. 12 meeting.
• The report is currently going to the Board of Regents, but Dr. Cantrell would like ITAC’s feedback on what proposals they like and don’t like.

**Item 4: Strategic Planning Report**
• The report was sent electronically to ITAC.
• The committee should review the report and be prepared to discuss at the Nov. 12 meeting.

**Item 5: Sub-Committees**

A. Possible Sub-Committees
• Virtualization and Cloud Computing:
  • The committee will initially focus on both topics, but may break off into two sub-committees if needed.
  • Suggested members: John Chivvis, Andy Bland, Aaron Brender, Henrik Schmiediche
  • Willis Marti thinks the details on a virtualization offering will be available before Christmas and an offering will occur within one year. Cloud computing is a longer range project.
• IT Career Ladder:
  • Suggested members: Lauri Brender, Becky Carr, David Sweeney
• Authentication:
  • Suggested members: Steve Conway, Kirk Hausman, Tom Lester,
• Communication:
  • Committee will focus on communicating to campus
  • Suggested members: Lauri Brender, Ron Szabo, David Sweeney, Allison Oslund
• Faculty Workstations:
  • The committee feels there are many issues with the faculty workstation program that they would like to explore (what constitutes an “upgrade,” policy wording, amount of money, etc.)
  • They feel like rewording the policy may decrease the feeling of faculty entitlement.
  • Willis will discuss issue with Dr. Cantrell and a sub-committee may be formed based on Dr. Cantrell’s response.
  • They would also like to give input about the cell phone stipends and who is allowed to have a cell phone.

B. Role of Sub-Committees
• Identify decision makers and influencers of project and get them involved.
- Gather information.
- Make recommendations.
- Present to ITAC who will vote on formal recommendations.
- Present white paper to Dr. Cantrell and others as warranted.
- Some sub-committees will dissolve after completing goal, while others will continue to provide feedback until a decision is made to absolve.

Item 6: Other

A. New Member
- Tom Lester will now represent the College of Agriculture and Life Sciences. Alan Kurk has taken on additional roles and not able to fully participate in ITAC.

B. IT Support for University-Owned Home Computers
- ITAC expressed a concern with the increasing number of university-owned home computers they are being asked to support.
- Some committee members said they support all university-owned machines no matter what, some said they usually say no, but make exceptions, some say they do not support these machines.
- Many members said they find themselves fixing problems caused by non-university users (kids, spouses, etc.)
- All members agreed that the computer must be physically present in order for them to provide support. They will not visit homes or give administrative rights to at-home users.
- The pandemic is making this a bigger issue.
- An official ruling or decision needs to come from the top down about whether home computers will be supported or not.

C. Networked Copiers/Printers/Scanners.
- Dave Sweeney’s department found that they spend $1.2 million per year across their division on these services.
- Six vendors are scheduled to give demonstrations about possible solutions that will save money. If you are interested in attending, contact Dave.

D. Responsible Computing and Privacy
- The committee would like to hear more about the responsible computing and privacy policy under review.
- Willis Marti said we could schedule a date for him to give a presentation about these issues.
- Henrik will tell IPC that the ITAC would like to postpone approving the policy so they can explore the issue more.

E. Next Meeting
- Ron Szabo will chair since Fred Fisher will be out of town.
- The agenda needs to be created two weeks before the meeting since Lacey and Allison will be out the week prior to the meeting.