In Attendance: Stephen Balfour, Lauri Brender, Becky Carr, John Chivvis, Bill Chollett, Steve Conway, Jim Culver, Fred Fisher, Juan Garza, Stephanie Leary, Tom Lyster, James Massey, Adam Mikeal, Jim Rosser, Henrik Schmiediche, David Sweeney, Ron Szabo, Rick Young, Jim Bouse, Susan Cook, Don Gilman, Pete Marchbanks, Willis Marti, Jeff McCabe, Allison Oslund, Michelle Osterholm

Membership changes: Dave Jennings is leaving the university and John Norton will now represent the Mays Business School. James Massey will replace Lauri Brender and Jim Culver to represent the Division of Administration.

Item 1 ISAAC Updates
A. Susan Cook from IT Risk Management discussed ISAAC Season and ISAAC future development.
   - Information Security Awareness, Assessment and Compliance (ISAAC) is a risk assessment application used by Texas A&M University, Members of the Texas A&M University System, Other Texas institutions of higher education, Texas State Agencies, and even some customers outside of Texas.
B. IT Risk Management is in the process of redesigning ISAAC.
   - Goals for the project include the following:
     - Designing ISAAC around departments instead of users
     - Creating localized control through liaison role, delegation, and workflows.
     - Improving archiving and reporting components
     - Updating risk assessment methodology
     - Consolidating into a single ISAAC application for all customers.
       - Reduces administrative overhead.
       - Creates a better product because focus is not divided to multiple products.
   - Don Gilman is the project manager for the redesign/consolidation project. ITRM is following the requirements for a major application with guidance from Project Management Office and the Texas Project Delivery Framework.
   - Project deadline is in 2012, but probably not before the Texas A&M University ISAAC 2012 season.
C. How ITAC can help?
   - Act as Key stakeholders and provide input about requirements for the new system:
     - Liaison tools
     - Workflows
     - Reporting
   - Provide input to business logic
     - End Users
     - Faculty/Researchers
   - Participate in testing
D. Discussion
   - ISAAC-EU needs to be usable without training, and should provide good data, which is challenging because many people breeze through, and just check yes to everything. (Average return time is 28 seconds).
   - Faculty administering their own systems:
     - Productivity and faculty contentment are major concerns for deans, which makes it a challenge to say that faculty do not need to be administering their own machines.
College of Architecture requires a signature to verify that you are accepting the risks and responsibilities of administrative access.

- Part of the reason for the ISAAC redesign is to make it harder to overlook systems or groups that need to be assessed.
- Does it make sense to get feedback and input from Faculty on the ISAAC redesign?
  - Yes, but they are unlikely to choose to be involved, they must be appointed to serve.
- Texas A&M IT has been moving toward holding Department Heads responsible more so than IT people.
  - From an Auditors stand point, the first thing you need is a policy in place that the college or division will work to meet the SAPs and standards.
  - James Massey recommended that we get administration behind this effort, and focus on why we should be doing things, not because it is the law, but because it is reduces risk.
    - It is hard to get people to act on something until they are forced to deal with the consequences.
    - Perhaps in light of the recent TRS exposure we could ask the president or provost to come out in support of completing ISAAC assessments.
    - If they don’t help at least you are protecting yourself by saying that you asked.
  - Developing a comprehensive list of departments/department heads at Texas A&M is very difficult.
    - Talk to Jim Culver about who uses space.

Item 2: Announcements
A. Alternates – All ITAC members input is vital to the progress of this committee. As such, it is important to make attending ITAC meetings a priority. However, no one can make every meeting, so all members are welcome to send an alternate if you can’t make it.
B. Retreat Updates – The communications committee is still in the top level planning stages, but have created a list of items to cover including team building and communications. As plans are solidified, we’ll let you know more.
C. Summer Time – For the next 4 months, we will meet once per month: May 12, June 9, July 21-22 (Retreat), and August 25.

Item 3: IPC Updates
A. The Information Policy Committee met on April 21. Brooks Moore indicted that the web accessibility Standard Administrative Procedure (SAP) needed to refer to only Texas Administrative Code (TAC) 206 or Federal Law 508 since the requirements are identical. Institutions cannot be sued under the accessibility laws, but can be sued for discrimination.
B. TAC 206 requires that we be completely complaint immediately, and the SAP requires a plan to reach compliance. The point of the SAP is to move us in right direction.
C. The SAP was not approved during the meeting because a few small edits are needed. It will be voted on over email.
D. Discussion:
  - TAC 206 does require that all purchased software be compliant, but we still buy software that is not compliant.
  - Law requires an Web Accessibility coordinator. Charley Clark is the ADA coordinator, and he will be the web accessibility coordinator.
Item 4: Officer Elections

A. Since we are adding a new officer The following updates are suggested to the Bylaws:

ITAC will elect a Chair, Vice Chair, and Secretary/Treasurer. Normal term of office for each officer shall be one fiscal year beginning September 1 through August 31 of the succeeding year...

The Chair’s primary responsibilities are to: (1) provide leadership and vision for ITAC, (2) determine agenda for meetings, (3) facilitate meetings, (4) set the voting procedures, (5) coordinate and communicate with University representatives supporting ITAC efforts, and (6) serve as official spokesperson for ITAC including approving official communications from the group to external community.

The Vice Chair will assist with the chair’s responsibilities and assume these responsibilities in the chair’s absence.

The Secretary/Treasurer will be responsible for ITAC’s record and financial management.

DECISION: Bylaws Amendment Approved.

B. Chair Nominations (Blue)
   - David Sweeney
   - Ron Szabo (Elected)

C. Vice Chair Nominations
   - David Sweeney – Elected

D. Secretary/Treasurer Nominations
   - Becky Carr - Elected

Item 5: Open Discussion

- Division of Administration will be reorganizing its IT organization, and James Massey plans to be part of ITAC temporarily until a good overall representative can be found.
- Retreat Location:
  - James Massey suggested keeping the ITAC retreat in College Station.
  - Many committee members feel that the Galveston location is perfectly reasonable provided that Dr. Cantrell is not opposed to it. Part of the value of going to Galveston is looking at the IT setup in regards to disaster recovery.
- Vision 2020 Imperative 7 Midterm review is complete, and we'll be receiving the results soon.
- ITAC Meeting Day: Meeting on Thursday is inconvenient for many.
  - ACTION ITEM: David will set-up a doodle to look for a better time.
  - Ron Szabo suggested updating the meeting frequency section of the bylaws to say: “ITAC will meet regularly, once a month at a minimum.”
  - DECISION: Bylaw amendment passed.
- The position of Chair of Communications subcommittee has been vacated. Becky Carr will join the subcommittee and during the retreat ITAC will discuss the purpose of this committee. To discuss it, a history and current status will need to be provided.
- Lauri Brender and Jim Culver will be leaving the ITAC committee
- The new IT Professional Career Ladder is being reviewed by Dr. Cantrell, and approval is anticipated very soon.
  - ACTION ITEM: Ron will send an announcement to listserv soon about meeting this afternoon.