

Information Technology Coordinating Council

April 13, 2012

UMBC Tech

Meeting Minutes

Meeting Called By: Donald Spicer and Suresh Balakrishnan

Minutes By: Megan Wilson

MINUTES

Agenda Item: Review of Action Items

Discussion: Don Spicer reviewed the progress on the action items from the previous meeting.

Action Item	Person(s) Responsible	Progress
➤ Don will add Electronic Transcripts discussion to April Provost meeting agenda.	Don Spicer	During the April Provost meeting, Don discussed the need for electronic transcripts.
➤ Don will encourage Chancellor Kirwan to have each President make this a priority.	Don Spicer	Chancellor Kirwan discussed the need for electronic transcripts with the Presidents.
➤ Don will establish a firm deadline for each institution to have Electronic Transcripts practices established.	Don Spicer	Don asked the group to have all processes in place no later than September 2012.
➤ One more CFO is needed in the CFO/CIO workgroup	Any	Incomplete
➤ The Committee will meet with Dave Mosca to uncover better audit processes for the USM.	All	Complete

Additional Action Items for next meeting

Action Items	Person(s) Responsible	Due Date
➤ Peter will update the committee on UMUC's use of Salesforce	Pete Young	Started at this meeting. Will keep updated at future meetings.

Agenda Item: Improving Communications and Working Relationships with the OLA

Discussion: As requested at the previous meeting, the committee met with Dave Mosca, Director of Internal Audit for the USM, to discuss possible ways of improving the legislative audit process. Dave suggested that the committee invite Bob Koslowski, Director of Information System Audits, to talk with the group.

Action Items	Person(s) Responsible	Due Date
➤ Invite Bob Koslowski to a meeting to discuss audit process with the committee	Don/Suresh	A.S.A.P.

Agenda Item: HB 1473 Repeat Audit Findings Status

Discussion: The committee discussed a bill that would require quarterly reports to the Office of Legislative Audits, if an institution received two repeat audit findings. At this point, the bill has not been passed. Dave Mosca mentioned that he had communicated to the Audit Committee that SU and UMBC did not have any IT audit findings from their latest legislative audit.

Agenda Item: Round Robin of top institutional IT priorities

Discussion: UMD – Brian Voss has implemented some changes to College Park’s IT department. Among the changes discussed were: making the IT department a division rather than office, meaning Brian will report to President Loh; instituted a more hierarchical structure, currently recruiting two Deputy CIOs and a Faculty Liaison in addition to elevating Tripti Sinha and Fran LoPresti to Deputy CIO status; started two task forces to implement IT strategic plan; and implemented a new LMS system. Don requested an update at the end of the year on Brian’s progress with the strategic plan.

Action Items	Person(s) Responsible	Due Date
➤ Brian will update the committee on his progress with the strategic plan.	Brian Voss	End of the year

Agenda Item: MEEC Strategic Planning

Discussion: The committee was introduced to Doug Gale, who was hired to enhance MEEC’s strategic plan. He updated the committee on his progress with the strategic plan, and out lined three possible options for MEEC, moving forward.

1. MEEC will maintain the current business plan and mission.
 - Moderate growth scenario
 - Not status quo; will streamline processes
 - Some potential for increased revenues such as increased member dues and vendor charges for tables at the annual event

2. MEEC will keep the current mission, but alter the business plan to increase revenue
 - Potentially institution use-based charges and increase membership dues
 - Expand products and services

3. MEEC will alter its mission and the business plan. Doug plans to return in May with more details for the committee.

Agenda Item: MEEC Update

Discussion: Tamera informed the committee that the current hardware contract expires in June, but MEEC will have a new contract in place by then.

Agenda Item: Oracle Update

Discussion: Stan updated the committee on his progress with Oracle. The current contract does not expire until 2015, and Oracle has developed a team to work with the USM on possible changes to the contract when it expires. Stan is looking for a Procurement Officer to assist with RFPs.

Action Items	Person(s) Responsible	Due Date
➤ Committee members should contact Stan if they know a Procurement Officer who can help with RFPs.	Any	A.S.A.P.
➤ Stan will send out Oracle notes to committee members.	Stan	A.S.A.P.

Agenda Item: CUSP Discussions -- Electronic Transcripts and Academic Transformation

Discussion: At the most recent Chancellor’s Council meeting, the Chancellor discussed electronic transcripts as part of both Reverse Transfer with Community Colleges as well as the Longitudinal Data System initiative. He also started the discussion with the Presidents regarding academic transformation, which is part of the USM’s Strategic Plan.

Agenda Item: EDUCAUSE/Internet 2 Electronic Textbook Pilot

Discussion: The deadline has expired for institutions that wanted to test the electronic textbook pilot. The committee should be following the progression of the pilot.

Information Items: Jerry Waldron and Al Valbuena are leaving the University System.

The Governor Grants Office: Higher Education Conference is being held at Bowie State on May 22nd.

The Mid-Atlantic “HEUG” conference is June 8th.

The IT Security Conference is May 24th.

Attendees

Suresh Balakrishnan, USM

Dave Bobart, UB

Ahmed El-Haggan, CSU

Stan Jakubik, USM

Joe Kirby, UMBC

Ken Kundell, SU

Bruce Lehman, FU

Peter Murray, UMB

Tamara Petronka, USM

Jeff Schmidt, Towson

Don Spicer, USM

Phil Taylor, UMES

Brian Voss, UMCP

Jerry Waldron, SU

Marivic Weiss, BSU

Megan Wilson, USM

Pete Young, UMUC