College of Engineering IT Governance Committee – Meeting Minutes
March 14, 2012
3:00-4:00pm
153 Everitt

Attendees
Andreas Cangellaris (chair), Aaron Darnall, Bill Dick, Steve Franke, Negar Kiyavash, Cedric Langbort, Jay Menacher, Greg Pluta, John Popovics, Elizabeth Stovall, Melissa Walters, Kris Williams, Chuck Thompson (ex officio)

Electronic Handouts
• Engineering IT Shared Services Organizational Chart as of February 16, 2012

1. The meeting was called to order with opening remarks by Chair Cangellaris about the importance of the work of the committee.

2. Introductions were made of all members in attendance.

3. Chair Cangellaris encouraged members to provide feedback via email on issues of concern to their units.

4. Chuck Thompson provided a short overview of the campus IT Governance structure and noted that the College structure is based on it. The campus structure is described in a report located at http://www.cio.illinois.edu/itgov. The committee briefly reviewed and discussed the bullet list of committee responsibilities as listed in the committee charge letter. Chair Cangellaris noted that the committee is responsible for reviewing the charge and suggesting changes to it.

5. Chuck Thompson provided a background briefing on Engineering IT Shared Services including an overview of the organizational chart, mission statement, guiding principles, and services catalog. The committee asked questions regarding availability of documentation, expectations for service delivery times, and service requests prioritization handling.

6. Chair Cangellaris reviewed the requirement to create three subcommittees: research, teaching and learning, and administration. Members were asked to submit suggestions for people to serve on each of the subcommittees.

7. A private wiki space will be created for the committee for storing meeting agendas, minutes, and handouts. Documents will be distributed to committee members via email as well as being posted to the wiki. A public page for the committee will be created on the Engineering IT website, http://it.engineering.illinois.edu/, and used to document the committee charge and membership and to post approved minutes. Name tents will be provided for all members at future meetings.