College of Engineering IT Governance Committee – Meeting Minutes
January 15, 2013
3:00-3:30pm
159 Everitt

Attendees
Andreas Cangellaris (chair), Aaron Darnall, Beth Dennison, Bill Dick, Steve Franke, Negar Kiyavash, Jay Menacher, Greg Pluta, John Popovics, Elizabeth Stovall, Rizwan Uddin, Melissa Walters, John Wierschem (for Brian Thomas), Kris Williams, Chuck Thompson (ex officio)

Handouts
• Draft minutes for December 11, 2012 meeting (electronic)
• Slides for January 15, 2013 meeting (electronic)

1. The minutes for the December 11, 2012 meeting were approved with no changes.

2. Chuck Thompson noted a meeting with Government Costing on January 10, 2013 went well and that the expectation is that we will receive provisional approval for the FY13 budget. Chuck noted that additional data was still needed from business managers. It was suggested that targeted reminders be sent to those who have not yet responded.

3. Chair Andreas Cangellaris gave an overview of the areas that the IT Governance Committee previously agreed to work on during the Spring 2013 semester. These include the FY14 funding model (to be addressed by the Financial Working Group); application development; web development; eLearning and educational technology.

4. Chuck Thompson provided an overview of how the application and web development work done by Engineering IT and how the teams which perform that work are organized.

5. The Committee discussed a number of application development governance issues that will need to be addressed including: who pays for the development and maintenance of applications; which applications are used extensively by college units; which applications should be used by all college units; what opportunities exist for the creation of new applications; what should the process be for getting new applications developed; what must be done to ensure that all units are aware of all available applications and what they could do for the unit; when should a new application be built versus just using existing campus systems.

6. Chuck Thompson was given the following action items with regards to application development. The Committee will discuss application development further after these action items are completed.
   a. Create a list of all existing applications organized into three groups: admin/business; faculty/student; advancement/communications. For each application, provide information on the scope of its current usage.
   b. Provide a list of ideas from Engineering IT staff, based on their experience, about the processes currently used to guide application development and what changes may be beneficial. These ideas will be used by the Committee as a starting point for discussing a formalized structure.
7. The Committee formally approved the Standard Desktop Replacement Program policy.

8. Chair Andreas Cangellaris noted that the College is moving forward with appointing committees to discuss various eLearning activities and needs. This will include discussion of needs for on-campus students as well as off-campus students. Andreas will serve as a liaison to these committees to ensure that the IT Governance Committee is aware of what they are doing and is enable to engage appropriately with them.

9. The Committee discussed eLearning activities that may require Engineering IT services. This included support of many edTech systems and lecture capture. It was noted that recommendations from the committees now being formed by the College could impact the future services that Engineering IT is asked to provide for the College. Andreas asked the Committee members to inquire in their units as to the current interest level with regards to lecture capture.

10. Chuck Thompson reminded the Committee that he is still seeking feedback on the list of communications priorities for Engineering IT that was presented at the December meeting. Chuck also provided an overview of the announcement mechanisms Engineering IT currently has or should be developing. The Committee discussed the issue of when announcement mechanisms should be opt-in versus opt-out.