College of Engineering IT Governance Committee – Meeting Minutes
February 18, 2013
2:00-3:30pm
159 Everitt

Attendees
Andreas Cangellaris (chair), Steve Franke, Negar Kiyavash, Jay Menacher, Greg Pluta, John Popovics, Brian Thomas, Melissa Walters, Chuck Thompson (ex officio)

Handouts
- Draft minutes for January 15, 2013 meeting (electronic)
- Slides for February 18, 2013 meeting (electronic)
- Draft Engineering IT External Review Overview (electronic)
- Engineering IT Announcement Email Lists Proposal (electronic)
- Engineering Portal Applications Information (electronic)

1. The minutes for the January 15, 2013 meeting were approved with no changes.

2. Chair Andreas Cangellaris gave an overview of the proposed timeline and committee members for the planned external review of Engineering IT. The external review committee will be formally charged by the Dean and will work closely with the IT Governance Committee. The Committee discussed the proposals goals and process for the external review and made several changes to the list of goals. A draft outline will be created for a self-study to be done by Engineering IT prior to the on-campus external review. The Committee will discuss this self-study at a future meeting.

3. Chuck Thompson provided a brief update on the status of the FY13 Engineering IT budget and the development of the FY14 budget. The FY13 is very close to being finalized. The FY14 budget will be developed working backwards from the bill that units and other contracting groups will see.

4. Chuck Thompson presented a proposal for a set of email aliases to be used by Engineering IT for making announcements to the various user communities in the College. The main Committee discussion about the proposal was with regards to when people are opted-in versus must opt-out of being on a list. The Committee asked that the proposal be implemented but with the initial list memberships including only the IT Governance Committee members so that they could evaluate first-hand the traffic level on each list.

5. Chuck Thompson provided the Committee with background on a potential project manager hire by Engineering IT. This would be a dual career hire for a College unit of a person with an extensive background as a project management and process improvement specialist in the IT area. The first two years of Engineering IT’s share of their salary would be covered by Engineering Administration. A review of the position would be done after two years at which time a decision would be made as to the source of continued funding.

6. The Committee discussed the updated list of applications that included information on the scope of usage and the charges to non-Engineering units for their use. Chair Andreas Cangellaris suggested that committees be formed to discuss the applications, their usage, how to make them better, what
new apps should be created, what existing apps should go away, and other issues related to application development governance. He emphasized that the committee would need to recommend a structure to help accomplish these things while also maintaining development agility.
The Committee discussed potential members for the subcommittee. Recommendations included Josh Potts from Engineering IT, Steve Franke to represent the needs of academic apps, Kris Williams to represent the needs of business apps, and a non-Committee member to represent advancement/communications apps. Andreas requested that any additional member suggestions be sent to him via email.