College of Engineering IT Governance Committee – Meeting Minutes
March 13, 2013
2:30-4:00pm
159 Everitt

Attendees
Andreas Cangellaris (chair), Aaron Darnall, Beth Dennison, Steve Franke, Jay Menacher, Greg Pluta, John
Popovics, Elizabeth Stovall, Melissa Walters, Kris Williams, Chuck Thompson (ex officio)

Handouts
• Draft minutes for February 18, 2013 meeting (electronic)
• Slides for March 13, 2013 meeting (electronic)
• Strawman Draft of Engineering IT Self-Study Outline (electronic)

1. The minutes for the February 18, 2013 meeting were approved with no changes.

2. Kris Williams provided an updated on the FY2013 Engineering IT budget. The Financial Working
Group members presented it to the College budget managers at their February monthly meeting.
The business managers were asked to send feedback directly to Chuck Thompson. Chuck will be
sending unit bills to business managers prior to the March budget managers meeting.

3. Chuck Thompson provided several updates. The project manager candidate has not yet been able
to make a decision. The proposed email aliases setup for Engineering IT is being worked on but is
not yet ready for testing. All intended External Review Committee members have now verbally
accepted and a formal invitation letter is being prepared.

4. Chair Andreas Cangellaris noted that Melissa Walters will also serve on the committee and that Erin
Kirby will not be able to serve on the Application Development Subcommittee due to previous
commitments. Andreas is talking with Molly Tracy about alternative candidates to represent the
advancement/communication areas on the committee. Andreas reiterated the intent for the
subcommittee to develop policy that considers how much application development we should be
doing, helps ensure we are agile with our development work, and that establishes clear expectations
of who pays for application work.

5. Chuck Thompson provided background on the print quota provided to students in the College
instructional labs (EWS). The quota has been at 300 pages per semester for a long time.
Information was also presented showing a desire by upper class students to have higher quotas and
a rough estimate of what the cost would be to implement this. A proposal was made to increase the
per-semester quota for juniors to 400 pages and the quota for seniors to 500 pages.

After discussion of the proposal, including the need for printing some types of materials, the
Committee endorsed the proposal. Chuck Thompson was instructed to proceed with the work
necessary to implement the policy change with a requirement that a review date be set when it
would be determined if the actual cost increase was at an acceptable level.
6. The Committee discussed the strawman outline for the self-study that Engineering IT will do as part of its external review. Chair Andreas Cangellaris noted that the external reviewers will review the self-study and use it as a reference point. The Committee made a number of changes to the outline. The self-study is expected to be delivered to the Dean, who is charging the external review, and it is expected that the Dean will then ask the Committee to review the self-study. Andreas noted the expectation that the Committee will also be involved in the creation of the self-study.

7. Two additional items were discussed during the review of the self-study outline. There was discussion of conducting a survey of members and units of the College. Chuck Thompson noted that Engineering IT has conducted such a survey each of the last two years and was intending to conduct it again this year. The questions from the previous surveys are to be sent to the Committee for review prior to the new survey being conducted. The Committee also asked Chuck Thompson to create a College of Engineering IT organizational chart that highlights the reporting lines for Engineering IT and the IT Governance Committee.