College of Engineering IT Governance Committee – Meeting Minutes  
October 28, 2013  
3:30-5:00pm  
159 Everitt  

Attendees  
Steve Franke (chair), Jeannette Beck, Aaron Darnall, Wawrzyniec Dobrucki, Tom Jackson, Kevin Kim, Jay Menacher, Greg Pluta, Eric Shaffer, Rizwan Uddin, Melissa Walters, Kris Williams, Jim Hurst (ex officio), Chuck Thompson (ex officio)  

Handouts  
- Draft Minutes for June 5, 2013 meeting (electronic)  
- Slides for October 28, 2013 Meeting (electronic)  

1. The minutes for the June 5, 2013 meeting were approved with no changes.  

2. Steve Franke introduced himself as the chair, taking over from Andreas Cangellaris. Introductions were made including new members to the committee: Jeannette Beck, Wawrzyniec Dobrucki, Tom Jackson, Kevin Kim, and Jim Hurst. Chair Franke also asked members to send him suggested agenda items for future meetings.  

3. Steve Franke provided an overview of the work of the Application Development Working Group and the recommendations it issued pursuant to its charge. The recommendations included a model for distributing development and maintenance costs and for the creation of a standing committee to oversee application development prioritization and potential promotion to college-wide use. The working group also recommended that additional developer resources be added.  

4. Kris Williams provided an update on the work of the Financial Working Group since its inception. This has included providing guidance on the development of both the FY13 and FY14 funding models for Engineering IT. Chuck Thompson provided an update on the in-progress work with Government Costing to obtain approval of the funding model.  

5. The Committee approved establishing both the Application Development Working Group and the Financial Working Group as standing subcommittees. The membership of each was discussed:  
   - Chair Franke noted that membership of the Application Development Subcommittee did not have to come from the Committee but should include at least some Committee members. Chair Franke asked that nominations for the Application Development Subcommittee be sent to him.  
   - Kris Williams agreed to continue as chair of the Finance Subcommittee whose membership will continue to be made up of all College business managers who are members of the IT Governance Committee.  

6. Dean Cangellaris thanked the Committee members for serving and provided an overview of the charge to the Committee. He also reviewed the IT Governance org chart for the College, noting that the IT Governance Committee reports directly to him. Dean Cangellaris emphasized his belief that IT within Engineering should be a model for how IT is practiced.
7. Chuck Thompson provided an update on the external review of Engineering IT. The onsite visit by the external review committee is set for December 9 and 10. The Committee discussed the general structure of the onsite visit and expectations for the final report. The external review committee will be asked to conclude the onsite visit with an oral presentation of its findings to the Dean, IT Governance Committee, Chuck Thompson, and Jim Hurst.

8. Jim Hurst and Chuck Thompson provided an update on the College’s instructional computer labs: past, present, and future. Jim described the evolution of the labs to their current state and the challenges now faced. Chuck described the future work to be done to ensure that the labs stay robust and capable of meeting the demands of all courses needing to use them.