College of Engineering IT Governance Committee – Meeting Minutes
March 29, 2012
9:00-10:00am
153 Everitt

Attendees
Andreas Cangellaris (chair), Aaron Darnall, Beth Dennison, Steve Franke, Ken Gentry, Negar Kiyavash, Cedric Langbort, Jay Menacher, John Popovics, Brian Thomas, Melissa Walters, Kris Williams, Chuck Thompson (ex officio)

Electronic Handouts
  • Draft minutes for March 14, 2012 meeting

1. The meeting began with a short discussion of concerns with the new Unified Communications system, in particular the transcription of voicemail messages and the potential recording of voice conversations. Chuck Thompson will follow-up with the UC Project to verify what audio and visual cues are provided when a conversation is being recorded.

2. There will not be a meeting on April 9 due to a scheduling conflict. The meeting will be rescheduled.

3. The minutes for the March 14, 2012 meeting were approved with no changes.

4. Chuck Thompson provided an overview of the mailing list, private wiki space, and public website that have been created for the committee.

5. The membership of the subcommittees was discussed. A member of the main committee will participate on each subcommittee: Kris Williams, Administration; Ken Gentry, Teaching and Learning; Beth Dennison, Research. Each subcommittee will elect its own chair. Andreas Cangellaris will attend the first meeting of each subcommittee and serve as interim chair until the permanent chairs are elected. A draft membership composition for each subcommittee will be distributed via email for review.

6. The committee reviewed the first three of its duties and responsibilities as listed in the committee charge letter. The following changes were proposed:
   a. For “Establish strategic priorities”:
      Establish strategic direction of IT and ensure that the strategic direction of IT aligns with the overall strategy and teaching, research, and administrative needs of all Engineering units.
   b. For “Recommend IT Standards and Policies”:
      Make recommendations to the college leadership regarding IT policies, initiatives and services at all levels of the College. Provide guidance on IT standards and policies that support improved services, greater efficiency, and effectiveness. For example, through the increased shared use and interoperability of technologies, as well as ensuring the security of high risk data across the College.
7. Chair Cangellaris will clarify with the Dean the budget authority and advisory vs. executive nature of the committee. This action item came from the discussion of the “Resource allocation” duty and responsibility in the charge letter.

8. Chair Cangellaris will work with the College Executive Committee to have the IT Governance Committee added to College by-laws since it is intended to be standing committee.