Minutes
CIO Advisory Committee Meeting
The University of Tennessee Health Science Center
A138-140 Coleman Building
May 29, 2007

Members Present: Taylor Strickland (CIO), Don Thomason (Chair), Bill Brescia, Sheila Champlin, Larry Miller for Joe Cofer (Chattanooga), Dianna Johnson, Jeanne Hermann-Petrin, Rick Kasser, Alison Lockett (Knoxville), Elise Moore, Jim Pruett (Secretary), Tammi Redmond, Stanley Tyler, Jennifer Watson

ITS Directors: Lisa Aitken, Jason Holden, Rick Sipes for Peter Fox

Judy Jefferson Johnson, Meeting Coordinator

Members Absent: Gwen Campbell, Len Cleavelin, Ryan Hanry (clinical schedule/dental student), Scott Hollis, Rebecca Reynolds, Linda Risby, Richard Washington

Call to Order: Chair Thomason called the meeting to order at 8:35 a.m.

Approval of Minutes: Minutes of the April 23, 2007 meeting were approved as submitted.

Meeting Materials: Items emailed to Committee members: Agenda; Minutes of April 23, 2007; Initial Terms.

Announcement(s): Meeting cancellation: June 25, 2007

CIO Report

CIO Strickland commented that ITS directors are attending the Advisory meeting to address specific agenda- and IT priority list items.

Ø Statewide CIO meeting was held in Knoxville 5/24-5/25/07. Some discussion items included organizational and structural changes affecting UT System and Knoxville, and changes re: the former Office of Information Technology (OIT), now University Information Systems.

Ø IT Budget Update:
  o The ITS budget is moving forward in its return to the Memphis campus, and direct report is to the Chancellor’s Office. Final details are still being worked out. Meetings are continuing to take place with VC Ferrara. Fee for service will cease effective 6/30/07, except for telephone long distance charges and new wiring projects not involved in renovations.
  o The new technology fee will cover a new computer lab, staff coverage and Blackboard. ITS will have to provide a report of account activities. Some funds should be set aside for the Library.
Web Page Task Force Update:
- The Design Subcommittee is continuing its progress with Campus focus groups.
- Content management software (CMS) state-wide training took place in Knoxville last week.

Ongoing Business

IT Priorities List: Chair Thomason briefly discussed approaching IT priorities as a strategic plan. He distributed a copy of guidelines on his view of working groups. Committee members were advised to reach out to other Campus groups, such as business managers, course directors, clinicians, etc., as resources to tap into in implementing the guidelines. A list of Campus constituents will be prepared by Chair Thomason. A correction was noted that the mission area of Community Service has been renamed Public Service.

Old Business:

IMAP and Exchange Servers. CIO Strickland reiterated that all obligations are being fulfilled. A follow-up ITS group meeting re: Mac users and Exchange is scheduled at 1:00 this afternoon. In response to a question re: an update on the Entourage Mac users meeting, CIO Strickland commented there are still some unresolved issues when using IMAP. Director of Customer Technology Support, Lisa Aitken, added CTS will be glad to test with anyone who is interested. Pharmacology faculty member Rennolds Ostrom has asked for a test account on the Exchange server. A follow-up meeting re: the decision about IMAP will be scheduled soon. In planning when the Library should migrate to Exchange, Representative Watson will wait until after the follow-up meeting.

Filesharing. Demos will be scheduled for Advisory Committee members to review various products. In addition to Xythos and Sharepoint, Groove for PCs is another filesharing product that can be included in the demo lineup. CIO Strickland reiterated the detriment to servers in continuing to send documents via email.

Microsoft Sharepoint. Rick Sipes, ITS Computing Systems, shared highlights from a recent symposium he attended at the University of Memphis:
- New version addresses HIPAA regulations; previous version did not
- Cost effective
- Features include document storage and records management—integrate workflow through a number of shared users
- Provides collaborative services through web interface and is a portal site for dissemination of information
- Has password protection to allow log-in; document back-up capabilities
- Allows for team activity projects such as grant preparation and faculty/student databasing
- Stand alone product that can interface with Banner
- Product monitors how users review workflow information and has scan directory capabilities
The symposium also consisted of technical discussions. Rick recommends user training to get the best out of Sharepoint. He stated that Sharepoint is a solution for dissemination of document attachments, and emphasized that storage and archiving limitations exist when using email as a document management solution. Defining Campus needs was suggested by Rick to broaden filesharing options. A front end will need to be built to allow faculty users.

Representative Hermann commented she has used both Xythos and Sharepoint. Her findings include:

- Xythos is simple to use:
  - Similar to using a thumbnail

- Sharepoint is more interactive, more collaborative:
  - Mail enable—must be on a server (free add-on by Microsoft, not a service)
  - Affordability since Microsoft gives academic discounts, a substantial savings to UT
  - Users must have latest version of Microsoft products to be able to integrate processes (Microsoft is working on fine-tuning all of its products)

Dr. Larry Miller mentioned Chattanooga Campus uses Sharepoint. However, document routing capabilities were lost once Knoxville converted from Lotus Notes to Exchange.

**Officer Nominations.** More nominations are needed for term-ending positions of Chair and Secretary. A quorum is needed. Therefore, Chair Thomason suggested online voting. Nominations will be open for 1 to 2 weeks. Officers will be in place for the July meeting.

Nominations for Chair included current incumbent Don Thomason, who respectfully declined, and Bill Brescia. There was a single nomination for Secretary, current incumbent Jim Pruett who respectfully declined. Committee members were reminded to forward any additional nominations to Chair Thomason for the ballots. Some members expressed interest in the inclusion of both position descriptions on the ballots. The information is also included in the Bylaws posted on the CIO Advisory homepage at [http://www.utmem.edu/computing services](http://www.utmem.edu/computing services) or [http://www.utmem.edu/comp](http://www.utmem.edu/comp).

Committee members with terms ending 6/30/07 will be reappointed.

**Web Posting of Meeting Minutes:** Committee members expressed concern re: the indirect route of accessing the ITS homepage via the Computing Services homepage. There was unanimous agreement the URL for ITS should identify with the department’s name.

**New Business:** None.

The meeting adjourned at 9:30 A.M.