Minutes
CIO Advisory Committee Meeting
The University of Tennessee Health Science Center
A104 GEB (General Education Building)
November 18, 2013

Members Present (15): Chandra Alston (Vice Chair), Bob Belland, Darnita Brassel, Yan Cui, Charles Cossar, Jim Eoff, Paul Gahn, LaKeith Miller, Anna Montgomery, C. Judith Nyabando, Vada Singleton and Jada Williams; Adobe Connect: Larry Tague (Chair), Paul Dassow (Chattanooga) and Travis Turner (Knoxville)

IT Services (ITS): Jan van der Aa, Vice Chancellor for Information Technology and CIO, Lisa Aitken, Customer Technology Support (CTS); Todd Barber, Web Services; Steve Butler, Instructional Technology Services; Peter Fox, Jr., Computing Systems; William 'Billy' Hatcher, Jr., Infrastructure, Joe Johnson and John Pinto, Application Development; Vikki Massey, Project Manager; Ebony Smith, Educational Technology; Lisa Hall, Special Projects

Judy Jefferson Johnson, Secretary

Other: Bryan Lemieux for John Bossier, Safety Officer; Safety Affairs

Absent (3): Jackie Burchum, Rakesh Patel and Tricia Page

Mediasite Recording: For members’ review, a Mediasite recording of the 11-18-2013 meeting is provided.

Meeting Materials: Agenda; Minutes of the October 28, 2013 meeting.

Call to Order: The meeting was opened by Vice Chair Alston at 9:00 a.m. With a quorum by the membership, the proposed meeting agenda was approved, as well as the meeting minutes.

The agenda outline was followed, with a short demo of how to access meeting minutes and other agenda items.

ITS Technology Fair: Alston invited feedback from attendees and organizers. Highlights were:

- Attendance was very good. The information was good. It was also good putting faces to names of ITS staff. A larger space is needed—a suggestion she noted on the survey card. (Williams)
- The event was a success, as it was a team effort. It also provided an opportunity to showcase ITS. (van der Aa)
- Excellent fair. Hope it continues. With a lot IT experience, she learned a lot. (Nyabando)

Advisory Committee Table: Alston commented there were pros/cons to Chair Tague’s suggestion of having a table at this year’s fair. With consent from ITS for next year, this would be a good idea so attendees can learn who the Committee is, what it does, and how they can engage the Committee.

Alston added job well done, an all-in-one computer services and information event; well received by campus.

ITS Reports
Alston reviewed ITS Reports for October 28 – November 16. Highlights of new posted items were:

- Oracle (Joe Johnson): HIPAA/FERPA Compliance training is mandatory and is online. Faculty, staff and students need to complete the training by 12/31/13. Access was clarified—in Blackboard under My Courses. Log-in is NetID credentials. The reference to complete the training in iLogin will be redirected to Blackboard.
- Campus News Feed: Alston complimented the new format—very clean, crisp and easy to read highlights of
important information with ‘read more’ option. Paul Gahn suggested adding a link to the listservs/announcements section from the news homepage. Currently, the only link is from the daily email digests. He also suggested tagging and categories for listservs. Todd Barber noted the project is for Communications and Marketing. Comments/questions should be directed to Sheila Champlin at schampli@uthsc.edu. Barber will follow-up with Champlin with the requests.

- ITS Projects: (Massey) The projects list has been updated and is posted on Blackboard. It includes major campus projects in progress, completed and planned for the future. Colleges and units can contact Vikki Massey at vmercer@uthsc.edu re: project requests. A summary of needs will be prepared and forwarded to CIO van der Aa and ITS directors.

Members were reminded to review the monthly posted updates.

OLD BUSINESS

Old IT Goals and Priorities: The updated list is posted on Blackboard. Members should review and keep a copy of it, as the list will be updated at the next few meetings.

Subcommittees: Members volunteered or were assigned to one or more of the five subcommittees (see Groups under Users and Groups) and should be meeting in between the regular monthly meetings to address postings that reflect needs, issues and/or priorities of the respective colleges and units (see Group Discussion Board under Group Tools). ITS directors will be responding to these to see how they can become priorities. The postings will then be prioritized at the January meeting. Additional highlights from reviewing additional subcommittees postings:

- Members should review postings from all subcommittees for additional ideas of particular needs of their colleges/units, and to share the discussions with their constituencies for their feedback. van der Aa concurred, adding this will bring awareness to issues/problems they are encountering. Alston also noted members can forward needs to owners of other subcommittees to post.

- Campus Electronic Directory (Hatcher): The data share opt-out option should be addressed. Faculty, staff and students have the option of opting out which makes their directory information unsearchable, causing problems for University telephone operators. To have a functional directory, Alston noted the issue will be addressed from a global perspective with Academic Affairs, HR and ITS. She will follow-up with Drs. van der Aa and Cheryl Scheid. Two points by Massey will also be addressed—to be mindful and respectful of those with real reasons for opt-out, and some users are not aware what they signed up for and may want to be removed from it. To Tague’s question re: a non-public facing internal site, Barber clarified that the iLogin directory does include suppressed individuals and is searchable by last name, department and NetID.

Vision for Information Technology on the UTHSC Campus: A functional vision for the Advisory Committee needs to be created and align with the visions for ITS and the University. Alston shared Tague researched about 50 vision statements and the one referenced in his post—Plymouth State University—he noted is one of the best. Alston added it ties into CIO van der Aa’s mission for ITS. Action item: Members should review the site and one-liners from Gahn, Miller, van der Aa and Burcham and from these, post ideas for a mission statement envisioning the Committee as a liaison, connecting campus to developed partnerships. Postings through 12/31/13 will be vetted at the January meeting to develop the vision statement.

Other Item:

Windows XP Phase Out: Tague noted the subcommittee assigned to this needs to start working on it. van der Aa reminded the group of the early April 2014 deadline in helping to ensure campus is a safe and supportive computing environment.

New Business: None.

Next Meeting: December 16th (3rd Monday).

With no further business, a motion was made and seconded to adjourn. With a unanimous vote, the meeting adjourned at 9:33 a.m.