Minutes
CIO Advisory Committee Meeting
The University of Tennessee Health Science Center
910 Madison, Room 502
April 29, 2013

Members Present: La’Keith Miller (Chair), Chandra Alston, Darnita Brassel, Yan Cui, Charles Cossar, Paul Dassow (Chattanooga), Dale Jackson, Bhumin Patel, Don Peruski (Knoxville), Molly Rosebush, Ebony Smith, Vada Singleton and Elizabeth Webb for Larry Tague

IT Services (ITS): Jan van der Aa, Vice Chancellor for Information Technology and CIO, Lisa Aitken, Customer Technology Support (CTS); Todd Barber, Web Services; Joe Johnson for Charlie Brooks, Application Development; Kevin Carmon for Steve Butler, Instructional Technology Services; Frank Davison, IT Security, Peter Fox, Jr., Computing Systems; Nathan Boswell for William ‘Billy’ Hatcher, Jr., Infrastructure

Judy Jefferson Johnson, Secretary

Absent: Jackie Burchum, Jim Eoff, Paul Gahn, and Tricia Page

Meeting Materials: Agenda; Minutes of the March 25, 2013 meeting.

Call to Order: The meeting was opened by Chair Miller at 9:05 A.M.

Approval of Minutes: Minutes of the March 25, 2013 meeting was approved with corrections.

IT Services
Adobe Audit Update: CIO van der Aa noted that a number of approaches has been discussed re: data release to Adobe. No action yet from UT System.

NETWORK SERVICES
MERU High Density Solution: A104 GEB wireless testing went well.

Demolition Updates: The Randolph–SAC fiber reroute to Van Vleet went well. Network Services is working with contractors for both the fiber and conduits. Work will only be done as the project progresses, which will include some digging in the street. Disruption will be kept to a minimum, as weekly meetings are held to coordinate these efforts.

Building Demolition Correction: The Randolph Building will be imploded in October, in addition to the demolition of Beale, Goodman and Hyde buildings. The Feurt Building is included in the new multi-disciplinary simulation building project. A RFP bid will be sent out soon.

SECURITY
ISAC: The Information Security Advisory Council had its first meeting. The purpose of the Council was outlined. The Council understands its task and its relation to other committees. Members were asked to
come up with their 5 top security concerns that will be discussed in tomorrow’s meeting. The 11-member group is a diversified population of campus, including the Hamilton Eye Institute.

Banner

Joe Johnson noted the following: the Financial Aid upgrade has been done on the production server; the AR upgrade is ready to install; Gwen Campbell will be contacted to see when she is ready to proceed with the upgrade; the student upgrade is on the test server, but not yet on the production server.

Banner Training: Lin Bowden with Ellucian will return to campus May 6th for three days of training: two days for CAS training, one day for population Selection.

OLD BUSINESS: None

NEW BUSINESS

Qualtrics Demo: A handout comparison of Qualtrics to campus survey resources was provided by Representative Ebony Smith. Cost comparison: $200/year for Survey Monkey; $17,700 for CourseEval, a savings of $8,000–$9,000/year. With Qualtrics, there would be added functionality to Blackboard. Demo highlights:

- Qualtrics, introduced to UTHSC by UTK, is used by 1,300 institutions. The software was built by academics for academics, and is hosted in the Cloud. All users would have their own account with single sign-on capability. Features: can be customized based on collaborators’ needs, user-specific permissions can be assigned, includes a language selection option, and has flexible authentication whether LDAP, Active Directory or CAS.
- Survey Library includes templates with a search feature (by template or survey name). Can be university-branded with logo. New or existing survey questions can be added. Text can be customized, or piped in from existing surveys. Images, including heat maps, can be added. Videos can be embedded from rich content editor up to 16Mb with image adjustability. Scale point adjustability is also available.
- Values recode availability to label questions. A randomization feature is included with various levels of logic, based on responses.
- Survey test features are included such as survey distribution. Participant links (reminder, thank you) can be created and monitored. Measurable content from surveys can be viewed.
- Provides organization distribution.
- Customer dynamics reporting features: can create reports and graph types since data sets are auto updated. Includes various customization options. Data sets can be filtered. Stat reports can be generated. Report sharing can be done with public links to add password. Will provide up-to-the-minute updates on report/survey results that can be exported into Powerpoint, Excel, etc.

Questions and Answers

Q: Can a generic link be used or does it have to be a uTube plug-in?
A: No, a generic can be used.

Q: Can Qualtrics be grouped for Active Directory use to assign user types?
A: Yes. Auto-group assign can be done.

Q: Can accounts be set up for outside people such as collaborators?
A: Yes, if they are creating survey content. Otherwise, an account is not needed to take surveys.

Q: Is the software HIPAA compliant?

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A: Yes. It also has a BAA to allow schools to be complaint.
Q: Are buttons customizable to allow them to be turned on or off to allow certain people to do certain things?
A: Nick will check into this question.
Q: If the account comes up by the clickable link, how is the unique identifier stored? If research subjects click on a link, how can the researcher identify responses, since subjects do not have a UTHSC email?
A: Can assign as a test group and add data reference. Links from Qualtrics email will identify subjects. Also, survey can be customized to ask subjects to add their first name or other identifier.

Miller expressed appreciation to Nick for the demo. If needed, a follow-up demo can be scheduled. Questions regarding the demo can be forwarded to Smith at esmith71@uthsc.edu. If recorded, Smith will also forward the link to the group. CIO van der Aa noted that Qualtrics is quite useful, and he would like to move forward with Qualtrics.

OTHER ITEMS

ITS Town Hall Meeting: van der Aa noted he can provide an abbreviated version of a recent presentation at the May meeting.

The next scheduled meeting is May 20th, due to the Memorial Day holiday.

With no further business, the meeting adjourned at 9:44 A.M.