Minutes
CIO Advisory Committee Meeting
The University of Tennessee Health Science Center
910 Madison, Room 502
June 24, 2013

Members Present: La’Keith Miller (Chair), Chandra Alston, Darnita Brassel, Charles Cossar, Paul Dassow (Chattanooga), Paul Gahn, Dale Jackson, Anna Montgomery (incoming), Patricia Page, Rakesh Patel (incoming) for Bhumin Patel, Don Peruski (Knoxville), Vada Singleton, and Larry Tague

IT Services (ITS): Jan van der Aa, Vice Chancellor for Information Technology and CIO, Lisa Aitken, Customer Technology Support (CTS); Charles Mooney for Todd Barber, Web Services; Joe Johnson for Charlie Brooks, Application Development; Steve Butler, Instructional Technology Services; Frank Davison, IT Security, Chris Stachowski for Peter Fox, Jr., Computing Systems; William “Billy” Hatcher, Jr., Infrastructure; Ebony Smith, Educational Technology; Vikki Massey, Project Management

Additional: Carlesha Means (Facilities intern); Valerie Wheeler (ITS)

Absent: Jackie Burchum, Yan Cui, Jim Eoff, Judy Johnson (secretary)

Meeting Materials: Agenda; Minutes of the May 20, 2013, meeting.

Call to Order: The meeting was opened by Chair Miller at 9:04 A.M.

Approval of Minutes: Minutes of the May 20, 2013, meeting was approved with corrections.

IT SERVICES

Adobe Audit Update (van der Aa): In lieu of the audit, the UT system has signed a three-year agreement with Adobe and purchased an Adobe campus license (UTHSC portion is $90,000/year) – NOTE: Contract does not cover personal purchases

- UTHSC gets the following with the purchase:
  - Adobe Acrobat Pro – 100% of UT-owned computers can install this product during agreement period.
  - Adobe Creative Suite (being rebranded to Adobe Creative Cloud; includes Dreamweaver, Photoshop, etc.) – 70% of UT-owned computers can install this product during agreement period. Application is installed on computer; content stored in the cloud and accessed via cloud account (Cloud account will be available January 2014 via NetID login; no monthly subscription fee).
  - Adobe eLearning Suite (Captivate, Presenter, etc.) – UTHSC has 63 licenses.
- Adobe Connect is not included in agreement; UTHSC will continue to purchase it separately, along with any other application that is not included in the agreement.
- Any Adobe product currently installed on a UT computer can remain and continue to be used. Any new Adobe product that is installed as part of this new license agreement can be used as long as
• agreement is in place; when agreement ends, products must be un-installed (content remains UT property).
• Installer for these products is not yet available; ITS can custom-make installers based on how software will be offered; Aikten believes installers will work with imaging.
• Link to installer will be sent to user; everyone has the same license key and governed by same license agreement.
• Students will not be able to use the Adobe products covered by the agreement on their personal devices because it can only be installed on a UT-owned computer; they will be able to use on a lab computer if it is installed there.
• Ed Tech group probably will offer Dreamweaver, Acrobat Pro, and Photoshop training. Training for other products (there are more than 50) will be available on www.Lynda.com, for which ITS has purchased 10 concurrent licenses.
  o Contact Grace Rodich at grodich@uthsc.edu, if you want to use one of the Lynda.com licenses.

Antivirus Software (van der Aa):
• ITS is currently testing Sophos antivirus; works on Macs and PCs, and will more aggressively address malware. (NOTE: van der Aa reminded groups that ITS will never ask for your password and to delete all emails asking for password. This is not the same as the email from ITS that notifies users of impending password expiration, which is legitimate and its instructions should be followed.)
• ITS is also reviewing Sophos’s encryption software, which provides whole-disk encryption and will request a username and password that can be integrated as single sign-on, if desired.

Network Services (Hatcher)
• High-density wireless: More testing is scheduled for next week to confirm front runner solution.
• Wireless connectivity simplification: Working on identify services engine to eliminate multiple wireless SSIDS (ex., Faculty and Staff, Student, Mobile, Guest, etc.) and simplify connectivity to wireless network.
• Randolph Building Demolition: Underground work to splice fiber and copper is occurring.
• NAC: Currently investigating several solutions to replace current NAC.
• Bandwidth Expansion: Hardware delay has pushed rollout to July 17 to cut over to new bandwidth; this will double speed to 400 Mb of internet bandwidth.

Security (Davison)
• Three security assessments set to start soon or in the near future:
  o UT Statewide Administration (UTSA) assessment: Starts July 8. Necessary documentation is being collected. Members were asked to respond to any emails they get from UTSA security staff member Jeremy Parrot regarding the assessment.
  o Board of Trustees Assessment: Currently in process of organizing scope. First meeting was on June 18. Each campus will be assessed individually. The results will then be aggregated to reflect security of the overall UT system.
  o Regional Biocontainment Laboratory Annual Risk Assessment: Coming in March 2014.
• Current major security tasks:
  o Davison is organizing current security policies to present to the Information Security Advisory Committee, which will make recommendations for policy updates to this committee.
  o HIPAA Changes – IT Security is preparing for upcoming changes resulting from new federal Omnibus bill that go into effect October 2013.
**Instructional Services (Butler):** Revamping eight GEB and two Coleman classrooms with widescreen-format projectors and screens, computers, and VGA/HDMI laptop ports. Equipment is expected to arrive in mid-July, and all rooms will be operational by August.

**Web Services (Mooney):** Major focus is on OU Campus content management system rollout, which is scheduled for late fall (data conversion in August and go-live in September). Initial investment is $50K under state contract. License allows up to 25 people to edit and/or administer content approval. There will be an opportunity for others outside Web Services to make content changes (this number can be increased for additional small fee).

**BANNER (Joe Johnson):** No updates

**OLD BUSINESS**

**Qualtrics Update (Smith):** Authentication module almost done (facilitates NetID login). Also working on business associate agreement (BAA) to ensure HIPAA and FERPA compliance. Go-live will be first or second week of July, after BAA is done. Qualtrics will replace CoursEval and also handle general campus, department, and non-organizational surveys. It will be available to faculty, staff, and students. Training is being scheduled. Online training also is available at [www.qualtricsuniversity.com](http://www.qualtricsuniversity.com).

**NEW BUSINESS**

**Nomination of Officers (Miller):** Nominations were taken about a year and half ago, but chair nominations were not tallied, so new nominations for chair and vice chair will be done.

- van der Aa thanked Chair Miller for his extended period of service as chair.
- Nominations that followed:
  - Chair Miller nominated Larry Tague for Chair, and Tague accepted the nomination.
  - Tague nominated Paul Gahn for Chair, and Gahn accepted the nomination.
- Voting members should send additional nominations for chair and/or vice chair to Massey at [vmercer@uthsc.edu](mailto:vmercer@uthsc.edu) by July 1; van der Aa then will seek acceptance of nomination from nominee; voting will follow

**Next Meeting:** A motion to cancel the July meeting was made, seconded, and approved. The next meeting will be August 26.

**PARKING LOT**

**Listservs:** No updates

**Archibus:** No updates

**Energy Manager:** Whit Sutton is now the permanent UTHSC Energy Manager after having served as Interim for several years. He is working with TVA to get significant rebates for lighting upgrades, etc.

**OTHER ITEMS**

Minutes 6/24/13 _apprv’d_ 8/26/13
Reminder: Membership Changes

- Terms ending 6/30 include Jackson (Dentistry), Bhumin Patel (SGA), Peruski (Medicine), and Risby (Development and Alumni Affairs).
- New members’ terms begin 7/1: Anna Montgomery (Dentistry), Rakesh Patel (SGA), Travis Turner (Medicine), and Jada Williams (Development and Alumni Affairs).
- Reappointments: Charles Cossar (Finance and Operations) and Larry Tague (GHS).
- NOTE: Former member Molly Rosebush has left UT.

Well-Wishes

- Judy Johnson (surgery recovery): On behalf of the committee, Chair Miller wished Judy well. He talked to her Friday (June 21), and she is doing well.
- Charlie Brooks (retirement): On behalf of the committee, Chair Miller wished Charlie well and thanked him for his work on this committee and at the university for 36 years. van der Aa reminded everyone of Charlie’s retirement reception Tuesday, June 25, 2-4 P.M., in SAC 305.

Adjournment: With no further business, the meeting adjourned at 9:53 A.M. The next scheduled meeting is August 26, 2013.