IT Governance Program – Enterprise Applications Committee

Meeting Minutes

November 28, 2017
1:30 – 3:30 p.m.
General Services Center - Conference Room 2605

Attendance:

<table>
<thead>
<tr>
<th>EAC Members</th>
<th>ITG Program Support</th>
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<tbody>
<tr>
<td>X Cheryl Cato</td>
<td>X Dr. Melanie Moser</td>
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<tr>
<td>X William Dell</td>
<td>X Dean Poppell</td>
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<td>X Delisa Falks</td>
<td>X David Sweeney</td>
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<tr>
<td>X Verna Fritsche</td>
<td>X Joseph Towers</td>
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<tr>
<td>X Juan Garza</td>
<td>X Rick Young</td>
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<tr>
<td>X Venesa Heidick</td>
<td>X Ramesh Kannappan (Ex-Officio)</td>
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<tr>
<td>X Dr. Jon (Sean) Jasperson</td>
<td>Dr. Jim Snell (Ex-Officio)</td>
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<tr>
<td>Pritishma Lakhe</td>
<td>Future Chair – RITC (Ex-Officio)</td>
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<tr>
<td>X Dr. Judith Lewis</td>
<td>Future Chair – TTLTC (Ex-Officio)</td>
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<td>X Adam Mikeal</td>
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Minutes: Scheduled Business

Item 1: Welcome & Introductions
Description: Dee Childs welcomed the committee members followed by brief introductions.

Item 2: Committee Logistics, ITG Website & Software
Description:

Josh Kissee gave an overview for the meetings with an IT Governance Presentation. The committee logistics included email addresses and meeting dates and locations. Meeting minutes approvals will be made via email.

To Email the EAC: itgovernance-eac@lists.tamu.edu
To Email ALL Committees: itgovernance-all@lists.tamu.edu
To Email the University at Large: itgovernance@tamu.edu
To Email the ITG Chairpersons: itgovernance-chairs@lists.tamu.edu

ITG Website: University Wide IT Governance website: http://cio.tamu.edu/it-governance/
Toured the site for the committee roles, terms and procedures, members, agendas, minutes, mission, purpose, and responsibilities. Will decide later if members choose to share their personal emails on this site. The site will go live in the next month.

ITG Committee Management Software: Narrowed down to two options:
- BoardEffect – Informational Webinar - December 14 (11:00am-12:00pm)
- Convene – Informational Webinar – December 13 (1:00pm-2:00pm)

Minutes will be sent out to the committee for approval via email.

**Item 3: Review of Parliamentary Procedure**
Description: Roberts Rules of Order

Discussed the particulars and what parts of this procedure that we will be using.
- Main Motion, requires a second
- Amendment
- Postpone to a definite time – add a date
- Refer to committee
- Call the question/Motion to stop discussion
- Adjourn or Recess
- Points of order- Needs no second
- Point of information
- Point of personal privilege

Summary: Motion, Second, discussion, then take action.
- A second is not necessary for “Points of”.
- Minutes are not approved by formal committee session.
- Quorum of 8 members needed.
- Majority vote from within the count of voting members to carry a decision.

**Item 4: Election of Chairperson & Parliamentarian**
Description:

A motion was made and seconded that Adam Mikeal be made chair of the EAC.
Selection of Parliamentarian: Rick Young volunteered and was nominated and approved to be Parliamentarian.

**Item 5: Current State of Analysis Exercise to Select ITG Topics for FY18**
Description:

The room was divided into three stations for this exercise. The following question were posted:

Component 1: What goals, initiatives, projects, or planned outcomes (preferably at the University-wide level) will need the support of IT to be successful and in what way(s).
Component 2: Where do you believe IT across the University shows a strength, weakness, or is missing an opportunity?

Component 3: What needs would you like to see the IT Governance Program address in FY18? What questions or guidance do you have for the development of a “climate survey” to be distributed across the University?

Shared findings for these three components. “Star” references indicate stronger interest among the EAC.

- **Component 1:**
  - *Star* - LMS (mandate for usage)
  - *Star* - Lecture Capture (media site)
  - Accessibility for closed captioning
  - Wireless (classroom density and Outdoor access)
  - *Star* - Open access to content/materials
  - Develop virtual machine infrastructure
  - Next Gen Classrooms/Conference rooms
  - Software/vendor Inventory Review
  - Student Text messaging and communication
  - Centralized Funding
  - Consolidated student learning software apps

- **Component 2:**
  - *Star* - Highly decentralized decision model (for strategic decision making)
  - *Star* - Different systems doing the same thing (ex. Event Mgmt, LMG, Imaging)
  - Lack of coordinated Data management
  - Blackboard
  - *Star* - Expansion of TAMU wireless (visitor)
  - Voip Implementation
  - Texting
  - IT Governance
  - Data Security
  - Data Access
  - *Star* - Multiple Email solutions
  - *Star* - File Sharing solutions
  - *Star* - Lack of software catalog
  - Lack of self-service IT for faculty and researchers

- **Component 3:**
  - Support for Faculty Research
  - *Two Stars* - Regulatory Services – compliance “Unfunded mandatory”
  - *Star* - Support for strategic purchasing decisions/evaluation
  - Communication/Collaboration software, email, etc.
  - What applications are currently being used and what for? Toward catalog of apps/software/vendors.
  - Policy Review process
-Policy connected to solutions