IT Governance Program – Enterprise Applications Committee

Meeting Minutes

February 20, 2019
1:30 – 3:30 p.m.
General Services Center Conference Room 2605

Attendance:

<table>
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<tr>
<th>EAC Members</th>
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<th>Ex-Officio Members</th>
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<tr>
<td>Debiyoti Banerjee</td>
<td>Jon Griffey</td>
<td>Dr. Sue Bloomfield</td>
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<tr>
<td>Michael Bolten</td>
<td>Vanesa Heidick</td>
<td>Dr. Catharina Laporte</td>
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<tr>
<td>Cheryl Cato</td>
<td>Dr. Jon Jaspers</td>
<td>Ramesh Kannappan</td>
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<td>William Dell</td>
<td>Dr. Melanie Moser</td>
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<td>Purna Chandra Doddapaneni</td>
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<td>Laura Dohnalik</td>
<td>David Sweeney</td>
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<td>Delisa Falks</td>
<td>Joseph Towers</td>
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| Verna Fritsche       | Rick Young  
                     |                    |
| Dr. Juan Garza (Chair)|                |                    |

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<tr>
<th>ITG Program Support</th>
<th>EAC Guests</th>
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<tr>
<td>Joshua Kissee</td>
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<td>Sharon Mainka</td>
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<td>Missy Mouton</td>
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<td>Lea Ann Westmoreland</td>
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Minutes: Scheduled Business

Item 1: Welcome and Announcements
Description: General welcome and opportunity for announcements & items of interest relevant to the EAC.

- Rick Young led the meeting today as Juan Garza was not present.
Sharon Mainka announced to the group that she will be handling all of the coordination of the IT Governance from this point forward.

**Item 2: Procurement Process Subcommittee**

**Description:** *Ramesh Kannappan will report on the progress and next steps in the contract proposal following a meeting with the CISO.*

- Ramesh Kannapan reported that this committee met and are updating a proposal.
- Ramesh distributed a handout titled “EAC software acquisition approval proposal”, and this handout was discussed.
- This handout included approval steps as well as examples of the necessary forms needed.
- Ramesh shared these documents with the sub-committee yesterday and add the documents to the shared drive.
- The sub-committee, Michael, and purchasing needs to meet again to define the scope.
- Dean Endler and his team will be consulted to review the wording in the first two paragraphs to determine financial risk in this wording.
  - Discussion of what the wording in these paragraphs should be will go forward.
  - It was determined that the first paragraph goes forward, but not the second one.
- A motion was made with edits on adding a pre-cursor to review the service catalog, final step to update the catalog and on page one, number 1-6 will be reviewed by procurement.
  - Motion was made and seconded, no further discussion
  - Vote was all in favor, none opposed, motion passed.

**Item 3: Qualtrics Task Force**

**Description:** *Jon Griffey will share progress from the Qualtrics Task Force and a timeline for review.*

- Jon Griffey updated the group:
  - A kickoff meeting was held at the end of January with all current license holders invited.
  - Commitments to officially participate on this task force were obtained from attendees of that meeting.
  - An official commitment list was shared with the group.
  - The first charge is data gathering for members, user data, survey data for assessment and analysis.
  - We hope to have some of this collated by the next meeting.
  - A recommendation will be made to the group by December of this year.

- Task Force group:
  - Jon Griffey – Division of IT
  - Aaron Brender – Division of Research
  - Alicia Dorsey – Office of institutional Effectiveness& Evaluation
  - Barbara Schumacher – Student life studies
  - Bill Chollett – TAMU Libraries
  - Bill Cox – Facilities & Dining Administration
  - Chris Nugent – Provost IT
  - John Kovacevich – TAMU Galveston
Justin Harbor – TAMU Qatar
Kimberly Richie – Dept. of statistics
Ligia Perez - Student Life Studies

Purna will extend invite for this group to grad students as they are heavy users of this software.

**Item 4: SC Subcommittee Update**

**Description:** The Service Catalog sub-committee is asking for volunteers from the other ITG committees to create a Service Catalog for the University.

- David Sweeney gave an update on this item.
- This group’s current task is to ID people in other committees that can help with the plan for building the service catalog. This hasn’t been done yet.
- He has been trying to contact Educause with no luck.
- Sharon Mainka will reach out to Susan Edminson to get information from her on how to contact Educause.
- Three other members for him from EAC and IRPSC will join this committee - Bruce Herbert and Craig Coates and Michael Sardarayzadeh.
- Jon Griffey said that the person at Educause reached out and said there was no presentable draft as of right now and they would get one by May.
- David Sweeney said we may have to move forward with what we have instead of waiting.

Sharon was asked to include webex information in all future meeting invitations. She will include that information in the email with the agenda. She will also go into each outlook invite and add the link there as well.

Meeting adjourned 2:38pm