IT Governance Program – Information Risk, Policy, & Security Committee

Meeting Minutes

August 20, 2019
1:30 – 3:00 p.m.
Computing Services Center Conference Room 004

Attendance:

<table>
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<tr>
<th>IRPSC Members</th>
<th>IRPSC Members</th>
<th>Ex-Officio</th>
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<tr>
<td>Dr. Jane Bolin</td>
<td>Michael Phillips</td>
<td>Cheryl Cato</td>
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<td>Dr. Paul Brandt</td>
<td>Ed Pierson</td>
<td>X Juan Garza</td>
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<td>Aaron Brender</td>
<td>Tony Quigg (Webex)</td>
<td>X Melia Jones</td>
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<td>M. Dee Childs</td>
<td>X Katherine Rojo Del Busto</td>
<td>Adam Mikeal</td>
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<td>X Dale Cook</td>
<td>Dr. Tracy Rutherford</td>
<td>X John Pryde</td>
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<td>X Dr. Walter Daugherity</td>
<td>Anthony Schneider</td>
<td>Mike Russo</td>
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<td>X Dr. Bruce Herbert</td>
<td>X Michael Sardaryzadeh</td>
<td>X Matt Walton (Webex)</td>
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<td>X Karen Hrcir (Chair)</td>
<td>X Dr. Paul Wellman (Parliamentarian) (webex)</td>
<td>X Peggy Zapalac</td>
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Minutes: Scheduled Business

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

- No announcements.
- Karen Hrcir acknowledged those rolling off of the committee and thanked them for their service.
**Item 2:** Overview of Polls in BoardEffect  
**Description:** Presentation of the outcomes of BoardEffect Voting and review of SAPs and Controls that require votes.

- Adam Mikeal reported that all polls previously posted in BoardEffect have passed, and there will be more posted today. Adam will be revising and possibly adding additional optional controls.

**Item 3:** Changes to SAP 29.01.04.M0.02 Accessibility of Electronic and Information Resources  
**Description:** Discussion of proposed changes to the accessibility SAP.

- Cynthia Kauder led this discussion along with Adam Mikeal.
- Cynthia worked with Adam to revise this accessibility SAP. They went through and made some changes to the document making accessibility within the procurement process available to the university. Adam sent the document to everyone yesterday.
- Several key definitions were added. One of those definitions was “Electronic and Informational Resources” referencing the Texas Government Code. The term EIR can be interchanged with Information and Communications Technology and Electronic Information Technology for the purposes of this SAP.
- Information Resources and Major Information Resources projects was added because they are in the body of the SAP.
- The biggest change made was one indicating what this SAP does NOT apply to. That allows us to make this scalable for our purposes at TAMU. This helps to classify different types of EIR to determine how to deal with those at a particular time. Any EIR that has been exempted for Texas DIR would have been exempted from this SAP. Currently, the only one is the Geographic Information Systems software and devices containing embedded resources that are integral to the product, but principal function of which is not an information resource. Also included are medical equipment, which is different from research equipment. If it has hardware with it, then that would be considered an EIR but not the embedded product itself. Adam gives a couple of examples: device containing embedded resources, thermostat, or control module for building AC system.
- The other thing not included are devices that meet the section 508 exemption. Some listed are monitoring equipment such as for enterprise-wide software/hardware. Also, those with certain security implications. We can utilize parts of 508, which is why we are putting this in our SAP.
- Minor grammatical corrections were made within 1.3.
- In 2.2, the purpose of the revision was to map back to 1.2 that indicates those things are accepted.
- Added language in 2.3 to say TAMU is allowed to make procurement decisions, and added “When possible”.
- Under rules and responsibility, the language allows the president to designate a designee so approval doesn’t have to wait to go up the ladder. The TAMU System policy is being changed to read this way as well.
- 3.1.2 Minor verbiage changes were made.
- 3.2.4 Added a feature where by non-compliant EIR would be brought into compliance.
- 3.3 The EIR owner “SHALL” was added. See the Definition of EIR owner. Manager of that particular resource within a department. EIR owner responsibility is to ensure EIR complies.
- Discussion occurred regarding possibly adding a 3.3.2 which indicates the EIR owner shall facilitate equitable accommodations for individuals with disabilities who are unable to access EIR. We could say EIR owner or delegate. Cynthia felt this was the most important piece. If not
compliant, it needs an accessible alternative on a case-by-case basis. Adam said the university is required to make reasonable accommodations. Questions to group:

- Are we comfortable placing that requirement onto the EIR owner? Should they have a part to play in making sure this requirement is met? Is there an existing university rule or SAP that we could refer back to? Do we make a change right now or wait for this draft SAP to finalize and then make a recommendation to change?
- Maybe change from work equitable to reasonable. Adam wanted to wait, Cynthia said we cannot afford to wait. We need to make sure the university is providing what is needed for those that cannot access what is needed. Adam said the focus today is on the EIR itself. If we add 3.2.2 to eventually map to the other SAP, do we have to go through the approval process as well. Depends on the nature of the change. After this discussion, it was decided nothing will be added in regards to this at this time.

- Section 6 had some content changes.
- 4.2.1. Changed to read product and version specific accessibility conformance report, for example: completed voluntary accessibility templates. Leave “equivalent” in the language. This SAP created was based on definitions found throughout for consistency.
- 1.3.3. Is that the correct definition? This definition is old and really should reference the “EIR owner”. May be another EIR owner in another unit and this would be applicable to the unit head as well. 1.3.1 and 1.3.2 covers “EIR Owners” already. Do we need to rephrase this to make it clear? Should we strike 1.3 and keeps the authority of the SAP intact?
- Adam suggested to close this conversation, and he and Cynthia will discuss and will send it back out to the group for a vote showing any changes made.

**Item 4:** Proposed SAP for Cloud Computing Services

**Description:** Discussion on revisions requested by IRPSC after initial presentation of SAP

- Adam started this discussion by explaining that we first looked at this in March and the group had a number of requests and wanted to make changes to the initial version. All were listed in the message sent out which included the pdf. The new version addresses all those items and some additional. All changes were incorporated into the document available to the group. If there are any questions on specific issues raised in March, ask Adam.
- A request was made for examples, which were discussed.
- Section 3.4 Clarity needed on the approved list of cloud computing and what is the approval process. Worked on providing a very clear process on approvals.
- Discussion on providers and vetting process for those providers being added to an approved list. Externally others may view this differently. It was discussed to make sure the language is clear of the intent of the procurement process and vendors.
- Adam also pointed out that the group asked about grandfathering in timelines in Section 1.2.2. The language will be adjusted to make it clearer.
- All other issues raised have been addressed. If someone feels something has not been addressed, call or email Adam.

**Item 5:** Vote for Co-Chairs

**Description:** Election of Co-Chairs for the committee
- Karen discussed that the chairs will be rolling off of this group. Juan Garza explained the process chosen by another IT Governance group was to chose the chair and chair elects instead. Basically the chair elect takes the place of the parliamentarian, then as the chair rolls off, this chair-elect takes that position. Adam suggested to go with co-chairs instead of chair and chair elect as that would ensure that the group is faculty led. That being followed, Paul Wellman is currently the only person that can be chosen to fill that slot.

- A motion was made and seconded to elect Paul Wellman as co-chair. None opposed. Paul will take over as co-chair then nominations made and elect another co-chair from there.

- There was discussion on which day of the week to continue to hold meetings for this group. A poll will be sent to the incoming members to vote on whether there is a preference for meeting that day of the week.

- Meeting adjourned.